

## Official Record Index

Item No.	Description	Date Entered into Record
1.	Request/approval to study for discontinuance	January 31, 2011
2.	Lease information	February 3, 2011
3.	Post Office Info\PO Box info	February 3, 2011
4.	Map with community highlighted	February 3, 2011
5.	Post Office Locator list	February 3, 2011
6.	Driving directions to associated stations	February 3, 2011
7.	Stamps on Consignment vendors in delivery area	February 3, 2011
8.	Wait time in line reports at associated stations	February 16, 2011
9.	Demographics and Income report	February 10, 2011
10.	Growth in the Gwynedd Station community Memo	February 10, 2011
11.	FY 2008 to FY 2010 walk in revenue reports	February 16, 2011
12.	Wos Daily transaction report	February 10, 2011
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14.	Staffing Graph	February 10, 2011
15.	Actual Staffing Hours	February 10, 2011
16.	CSM Reports (one year)	February 17, 2011
17.	Alternate service options/cost analysis	February 10, 2011
18.	Notice to Congressman	February 12, 2011
19.	Notice to unions	February 16, 2011
20.	Press Release	March 2, 2011
21.	Instruction Letter to Clerks on Community Meeting	February 15, 2011
22.	Customer Letter Invitation to Community Meeting	February 15, 2011
23.	Community Meeting Roster	March 3, 2011
24.	Community Meeting Analysis	March 5, 2011
25.	Analysis and recommendation	March 5, 2011



<b>Item No.</b>	<b>Description</b>	<b>Date Entered into Record</b>
26.	Discontinuance checklist	March 5, 2011
27.	Proposal exhibit	March 5, 2011
28.	Certification of record	March 7, 2011
29.	Transmittal to senior vice president, Marketing, from District Manager	March 7, 2011
30.	Headquarters acknowledgment of receipt of record	acknowdate
31.	Final determination transmittal letter from Headquarters	fddate
32.	Notice to district personnel of official closing of station	notoffdate
33.	Letter to customers	notoffdate
34.	Notification to local address management systems to update AMS report	notoffdate
35.	Announcement in <i>Postal Bulletin</i>	




January 31, 2011



JAMES J. GALLAGHER  
DISTRICT MANAGER  
PHILADELPHIA METROPOLITAN DISTRICT  
3190 S. 70TH STREET  
PHILADELPHIA, PA 19153-9997

SUBJECT: AUTHORITY TO CONDUCT INVESTIGATION  
GWYNEDD PA 19436

I request your authorization to investigate a possible change in postal services for the following office in the Pa-13 Congressional District.

Station Name: Gwynedd  
ZIP+4 Code: 19436  
EAS Level: 0-Branch  
Finance Number:   
County: Montgomery


Number of Customers:

Post Office Box   
General Delivery \_\_\_\_\_  
Rural Route (RR) \_\_\_\_\_  
Highway Contract Route (HCR) \_\_\_\_\_  
City Delivery \_\_\_\_\_  
Total Customers 

The study is being conducted due to the following reasons:

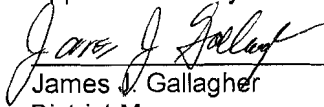
1. Declining workload in mail volume and retail transactions
2. The Branch is in the direct path of a road construction project that will result in a further restriction of customer traffic permanently.
3. Stations that are in close proximity to other stations
4. Stations where an economic savings can be received by offering alternate service

Please indicate your approval of this study by signing below and returning the original form to this office.

  
\_\_\_\_\_  
Carl Zingle  
Postmaster

01/31/2011  
Date

Approval to Study for Discontinuance:

  
\_\_\_\_\_  
James J. Gallagher  
District Manager  
Philadelphia Metropolitan District

01/31/2011  
Date



# Exercise of Renewal Option

Facility Name/Location NORTH WALES - GWYNEDD BRANCH  
100 MEETINGHOUSE RD GWYNEDD PA 19436-9998

County: MONTGOMERY  
Project: C33765

FOULKEWAYS AT GWYNEDD  
1120 MEETINGHOUSE RD  
GWYNEDD PA 19436-1000

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Issuing Office  
Eastern FSO  
7029 Albert Pick Rd 3rd Floor  
PO Box 27497  
Greensboro NC 27498-1103

Date of Existing Contract: 10/20/2003

Options available (Number and Years)  
1 Option(s) covering 5 Years

Pursuant to the contract with you covering this facility, the Postal Service hereby exercises its option to renew said contract as follows:

Term: 5 years	From (Date): 11/01/2008	To (Date): 10/31/2013	Annual Rate: \$4,980.00
---------------	-------------------------	-----------------------	-------------------------

There is/are 0 renewal option(s) remaining. In all other respects the said contract shall remain the same and is hereby confirmed.

## Remarks

CERTIFIED MAIL #7005 0390 0004 6369 8244

TO: POSTMASTER, NORTH WALES-GWYNEDD BR, GWYNEDD, PA 19436-9998

7005 0390 0004 6369 8244

U.S. Postal Service	
CERTIFIED MAIL RECEIPT	
Domestic Mail Only. No Insurance Coverage. PS Form 3800	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	
Item To	
Street, Apt. No., or PO Box No.	
City, State, ZIP+4	
FOULKEWAYS AT GWYNEDD INC 1120 MEETINGHOUSE RD GWYNEDD PA 19436-1000	
PS Form 3800, Jan 2004	
See Reverse for Instructions	

11/10/08 - 12/31/2013  
416144-102  
Here

20/2005

Name of Contracting Officer  
MICHAEL LEGRAND

Signature

*Michael LeGrand*





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Lease

Facility Name/Location

NORTH WALES - GWYNEDD BRANCH (416144-002)  
MEETINGHOUSE RD & RT202 NORTH WALES, PA 19436-9998

MONTGOMERY COUNTY  
Project: C14143

This LEASE, made and entered into by and between FOULKEWAYS AT GWYNEDD hereinafter called the Lessor, and the United States Postal Service, hereinafter called the Postal Service:

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Lessor hereby leases to the Postal Service and the Postal Service leases from the Lessor the following premises, hereinafter legally described in paragraph 9, in accordance with the terms and conditions described herein and contained in the 'General Conditions to U.S. Postal Service Lease,' Section A, attached hereto and made a part hereof.

Upon which is a one-story stone and stucco building and which property contains areas, spaces, improvements, and appurtenances as follows:

AREA	SQ. FEET	AREA	SQ. FEET
Net Floor Space	1,075	Joint Use/Common Areas:	
Platform	160		
Parking and Maneuvering	6,750		
Other:			
Driveway			
Landscaping			
Sidewalks			

Total Site Area: 7,985

2. RENTAL: The Postal Service will pay the Lessor an annual rental of: \$4,560.00

\*\*\*Four Thousand Five Hundred Sixty and 00/100 Dollars\*\*\*

payable in equal installments at the end of each calendar month. Rent for a part of a month will be prorated. Rent checks shall be disbursed as follows:

payable to:

FOULKEWAYS AT GWYNEDD  
1120 MEETINGHOUSE RD  
GWYNEDD PA 19436-1000

unless the Contracting Officer is notified, in writing by Lessor, of any change in payee or address at least sixty (60) days before the effective date of the change.

3. TO HAVE AND TO HOLD the said premises with their appurtenances:

FIXED TERM: The term beginning Nov 01, 2003 and ending Oct 31, 2008 for a total of 5 years.

4. **RENEWAL OPTIONS:** The Lease may be renewed at the option of the Postal Service, for the following separate and consecutive terms and at the following annual rentals:

RENEWAL OPTION	EFFECTIVE DATE	EXPIRATION DATE	PER ANNUM RENTAL
1	11/1/2008	10/31/2013	\$4,980.00

provided that notice is sent, in writing, to the Lessor at least 30 days before the end of the original lease term and each renewal term. All other terms and conditions of this Lease will remain the same during any renewal term unless stated otherwise herein.

5. **TERMINATION:**

The Postal Service may terminate this Lease at any time by giving 30 days written notice to the Lessor.

6. **UTILITIES, SERVICES, AND EQUIPMENT:** Lessor, as part of the rental consideration, shall furnish the following utilities, services and equipment: (See Lessor Obligations of General Conditions (A.24) and/or attached addendum for definitions.) Heating System, Air Conditioning Equipment, Light Fixtures, Sewerage System and Service, Electrical System, Water System and Service, Lessor to remove snow in parking lot and Lessor pays all of the real estate taxes.

7. **OTHER PROVISIONS:** The following additional provisions, modifications, riders, layouts and/or forms were agreed upon prior to execution and made a part hereof:

Maintenance Rider - Lessor (M-1), UST Maintenance Rider - Lessor (U-1), Upon the completion and opening of the "NEW" Meetinghouse Road to the public, the Lessor will have a period of one year in which the Lessor may terminate the lease by giving the Postal Service one-hundred eighty (180) days written notice.

8. The undersigned has completed the 'Representations and Certifications.' (See Section B).

9. **LEGAL DESCRIPTION:**

All that certain one story stone and stucco building situated on the southeast side of Meetinghouse Road at its intersection with U.S. Route #202, in the Township of Lower Gwynedd, County of Montgomery and Commonwealth of Pennsylvania, and more particularly described as all that certain lot or tract of land, shown as "Lot Area Equals 1 (Plus or Minus) Acre leased for Gwynedd Post Office, on survey plan of Foulkeways at Gwynedd, dated August 10, 1966, and prepared by C Raymond Weir Associates, Inc., Ambler, Pennsylvania.



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Lease

EXECUTED BY LESSOR this 07 day of October, 2003.

**CORPORATION**

Foulkeways at Gwynedd, Inc (a Pennsylvania Corporation)

Affix Corporate Seal

DOUGLAS A TWEDDALE, EXECUTIVE DIRECTOR

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Print Name & Title

Signature

Lessor, Address: FOULKEWAYS AT GWYNEDD

1120 MEETINGHOUSE RD GWYNEDD PA 19436-1000

Telephone No: (215) 643-2200

Taxpayer ID: 23-1657176

Witness

Witness

ACCEPTANCE BY THE POSTAL SERVICE

# CERTIFICATE OF ACCESSIBILITY

TO: FACILITIES SERVICE OFFICE  
US POSTAL SERVICE

ADDRESS: 1200 i tinghouse

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ty North Wales

State PA ZIP 19436-9998

Facility Name Gwynedd Branch

(MPO, Branch, Station)

Finance/Sublocation No.

Expr's. 10-31-98 w/5Yr.

Project: New Construction

Alteration

Owned

Leased ☒

option

FEATURES	COMPLIANCE			REMARKS (Note Waivers)
	Yes	No	N/A	
Customer Access:				
Parking (min. 96" wide)	X			
Painted Handicap Logo	X			
Access Aisle (min. 60" wide)	X			
Curb Ramp			X	Paving & sidewalk level
Accessible Route (outside)	X			
Entrance Ramp			X	Sidewalk has a flat approach
Entrance Door	X			
Interior Doors (include vestibule)	X			Box & Service Lobby are combined no-vestb.
Accessible Route (inside)	X			
Elevators			X	
Lobby Desk(s)	X			
SSPC Features (vending, letter drop)	X			
Post Office Boxes	X			
Other:				
Employee Access:				1 - Employee N/A
Parking (min. 96" wide)			X	
Painted Handicap Logo			X	
Access Aisle (min. 60" wide)			X	
Curb Ramp			X	
Accessible Route (outside)			X	
Entrance Ramp			X	
Entrance Door			X	
Interior Doors (include vestibule)			X	
Accessible Route (inside)			X	
Elevators			X	
Toilet Facilities			X	
Drinking Fountain			X	
Emergency Warning Systems	X			FE
Tactile Warnings			X	
Lockers			X	
Other:				

Attachment: Photographs 8

This certifies that work performed on the above project complies with accessibility standards contained in the current USPS Handbook RE-4.



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To: Carl Zingle  
Postmaster

February 2, 2011

From: [REDACTED]

Hello Carl,

Here are the latest drawings. I have added notes for your review.

We have talked to Penndot and the contractor. They would like to finish all the work by July 1, 2011. This work includes adding barriers at the entrance of the old Meetinghouse Road and 202, and removing the roadway in front of the Post Office. As a result there would be no road access to the Post Office.

The first plan is of the overall site with the route to the post office suggested by Penndot if they can not complete their work and if Foulkeways is unable to complete the section near the relocated Beaumont House. The second plan is an enlarged view of the Penndot construction area. I drew in the location of the Gwynedd Post Office.

Foulkeways would prefer to have Penndot complete their work while they are here. This would include removing the roadbed of the old Meetinghouse Road. This work would result in the closing of the Gwynedd Post Office before July 1. If you decide to keep the Post Office open past May you will need to discuss access with them. Given that moving Meetinghouse Road is a Penndot project, they would have to arrange access with you and not Foulkeways. [REDACTED] is very helpful and works for a consulting engineering firm hired by Penndot.

Please call me if you have any questions about these plans. Thanks.



Foulkeways® is operated by members of the Religious Society of Friends and is dedicated to providing a quality lifestyle of retirement living.  
Established 1967 • Not-for-profit





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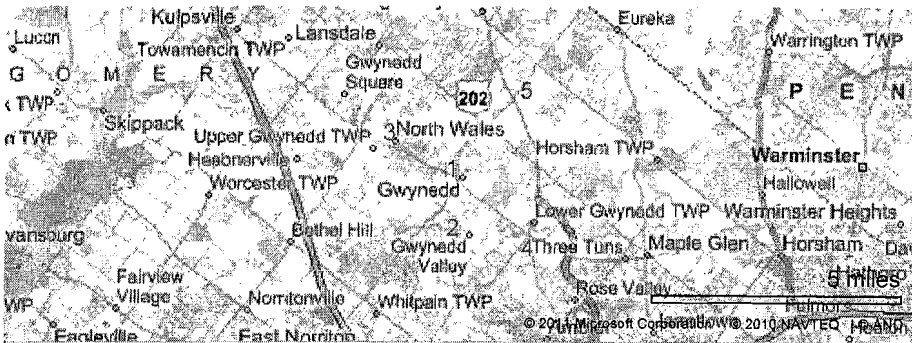
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# Post Office™ Locations

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## Post Office™ Locations near 19436



- |  |  |   |
|--|--|---|
| <p><b>1</b> <b>Post Office™</b><br/><b>Location -</b><br/><b>GWYNEDD</b><br/>1200<br/>MEETINGHOUSE RD<br/>GWYNEDD, PA<br/>19436-9998<br/>(800) ASK-USPS<br/>(800) 275-8777<br/>(215) 661-0975</p> <p>0.3 mi</p>      | <p><b>Business Hours</b><br/>Mon-Fri<br/>8:00am-11:00am<br/>Sat-Sun<br/>closed</p>                       | <p><b>Services</b><br/><a href="#">PO Boxes Online</a></p> <p>Service hours may vary. Please check link for business hours.</p> |
| <p><b>2</b> <b>Post Office™</b><br/><b>Location -</b><br/><b>GWYNEDD VALLEY</b><br/>527 PLYMOUTH RD<br/>GWYNEDD VALLEY,<br/>PA 19437-9900<br/>(800) ASK-USPS<br/>(800) 275-8777<br/>(215) 646-1209</p> <p>1.1 mi</p> | <p><b>Business Hours</b><br/>Mon-Fri<br/>8:00am-12:00pm<br/>2:00pm-5:00pm<br/>Sat-Sun<br/>closed</p>     | <p><b>Services</b><br/><a href="#">PO Boxes Online</a></p> <p>Service hours may vary. Please check link for business hours.</p> |
| <p><b>3</b> <b>Post Office™</b><br/><b>Location - NORTH WALES</b><br/>450 BEAVER ST<br/>NORTH WALES, PA<br/>19454-9998<br/>(800) ASK-USPS<br/>(800) 275-8777<br/>(215) 661-0652</p> <p>1.8 mi</p>                    | <p><b>Business Hours</b><br/>Mon-Fri<br/>8:00am-4:30pm<br/>Sat<br/>9:00am-11:00am<br/>Sun<br/>closed</p> | <p><b>Services</b><br/><a href="#">PO Boxes Online</a></p> <p>Service hours may vary. Please check link for business hours.</p> |

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4 **Post Office™**  
**Location - SPRING HOUSE**  
905 BETHLEHEM PIKE  
SPRING HOUSE, PA  
19477-9998  
(800) ASK-USPS  
(800) 275-8777  
(215) 591-0462

1.9 mi

**Business Hours**  
Mon-Fri  
8:00am-4:30pm  
Sat-Sun  
closed

**Services**  
PO Boxes Online

Service hours may vary. Please check link for business hours.

5 **Post Office™**  
**Location - MONTGOMERYVILLE**  
411 DOYLESTOWN RD  
MONTGOMERYVILLE, PA 18936-9998  
(800) ASK-USPS  
(800) 275-8777  
(215) 855-0166

2.1 mi

**Business Hours**  
Mon-Fri  
8:30am-4:30pm  
Sat  
9:00am-11:00am  
Sun  
closed

**Services**  
Passport Application Services  
PO Boxes Online

Service hours may vary. Please check link for business hours.

### Post Office™ Locations near 19436

#### By City

GWYNEDD   GWYNEDD VALLEY   NORTH WALES   SPRING HOUSE   MONTGOMERYVILLE

#### By ZIP Code

19437   19454   19477   18936   19486   19446   19002   18915   19044   19490  
19422   19034   19443   18932   19025   19440   19423   18914   19031   19075

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# Facilities Database System

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## Post Office Boxes

**GWYNEDD**  
(Physical Address)  
1200 MEETINGHOUSE RD  
GWYNEDD, PA 19436-9998

**Category:** Delivery and Retail  
**Type:** Post Office  
**Subtype:** Branch  
**Area:** Eastern (C)

**Facility ID:** [REDACTED]  
**Status:** Active  
**AMS Locale Key:** X18752  
**District:** Philadelphia Metropo

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### P.O. Box System

Zipcode: 19436 Alpha ID: 0

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Contact Name:</b>	Facility contact for P.O. Box inquiries.	POSTMASTER
<b>Contact Phone Number:</b>	Facility phone number for P.O. Box inquiries.	(215) 661 - 0652
<b>Number of Customers with Caller Service:</b>	Virtual boxes that are required when a customer receives more mail than the largest physical box [size 5] can routinely handle.	Not Provided
<b>Number of Reserves:</b>	The count of the number of Reserve Boxes (virtual boxes that do not include box specific sortation). Callers and Reserves differ in that mail is sorted individually to a customer's Caller boxes while mail to a group of a customer's Reserve Boxes is commingled.	Not Provided
<b>P.O. Box Fee Group:</b>	<p>A standard fee structure describes rates charged by a box unit for the rental of PO Boxes and virtual Caller Box number. The HQ Special Services group performs an economic analysis of each facility hosting a PO Box section and assigns a fee group rating of one through seven to a facility based on the local cost of providing the box/caller service. The fee group for each facility is published in Publication 431.</p> <p><b>Exceptions:</b></p> <p>Virtual Reserve Box numbers are charged at the same rate throughout the country, regardless of the fee group assigned to the facility hosting the virtual reserve box numbers.</p> <p>No-Fee (free) boxes are made available to a customer (a maximum of one to a domicile) if that customer's domicile is not offered street delivery by the Postal Service.</p>	2
<b>Has No Fee Boxes?:</b>	Count of the number of boxes for which a customer is not charged a rental fee (see above).	0
<b>Number of any size boxes waiting?:</b>	Number of Customers waiting to rent any PO Box that becomes available.	0

### Post Office Box Lobby

Zipcode: 19436 Alpha ID: 0	#1	#2	#3	#4	#5	Total
<b>Number of Boxes:</b>						
<b>Number In Use:</b>						
<b>Number Available (Actual) :</b>						
<b>Number of Customers on Waiting List:</b>						
<b>Number of Parcel Lockers:</b>	Boxes that are used for customers to retrieve parcels which do not require a signature.					

All shaded fields are maintained in WebBATS. Please utilize WebBATS to edit/correct this information.

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Post Office information for this facility was last certified on 03/24/2010 11:54:45 by FDB user Carl Zingle.

Login ID: KBYPC0

Restricted Information

31-JAN-11



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# Facilities Database System

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## Facility Times

**GWYNEDD**  
(Physical Address)  
1200 MEETINGHOUSE RD  
GWYNEDD, PA 19436-9998

**Category:** Delivery and Retail  
**Type:** Post Office  
**Subtype:** Branch  
**Area:** Eastern (C)

**Facility ID:** 1436470  
**Status:** Active  
**AMS Locale Key:** X18752  
**District:** Philadelphia Metro

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### Required Times

Type of Time	Definition	Times						
Click to Edit		Day	Day Start	Lunch Close	Lunch Open	Day End	Additional Close	Additional Open
Unit Times	Times of operation: when the first employee clocks-in until the last employee clocks-out. May be 24-hours instead of times.	Monday	07:00 AM			12:00 PM		
		Tuesday	07:00 AM			12:00 PM		
		Wednesday	07:00 AM			12:00 PM		
		Thursday	07:00 AM			12:00 PM		
		Friday	07:00 AM			12:00 PM		
		Saturday	08:00 AM			10:00 AM		
First Mail Arrival	First time-of-day mail arrives for processing or delivery based on the transportation schedule. May be before unit open time or within unit operating hours.	Monday				06:00 AM		
		Tuesday				06:00 AM		
		Wednesday				06:00 AM		
		Thursday				06:00 AM		
		Friday				06:00 AM		
Distribution Times	Begin and end times for distribution of mail. May be 24-hours (if Unit is 24-hours) instead of times.	Monday	07:00 AM			11:00 AM		
		Tuesday	07:00 AM			11:00 AM		
		Wednesday	07:00 AM			11:00 AM		
		Thursday	07:00 AM			11:00 AM		
		Friday	07:00 AM			11:00 AM		
		Saturday	08:00 AM			10:00 AM		
DS Receiving Times	Normal Drop Ship receiving times, usually after 07:00 AM. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	10:00 AM			11:00 AM		
		Tuesday	10:00 AM			11:00 AM		
		Wednesday	10:00 AM			11:00 AM		
		Thursday	10:00 AM			11:00 AM		
		Friday	10:00 AM			11:00 AM		
Office Admin Times	Times of administrative office operation, typically the manager office hours. Optional closed-for-lunch.	Monday	10:00 AM			12:00 PM		
		Tuesday	10:00 AM			12:00 PM		
		Wednesday	10:00 AM			12:00 PM		
		Thursday	10:00 AM			12:00 PM		
		Friday	10:00 AM			12:00 PM		
Lobby Times	Times when PO Box or Unit Lobby is unlocked and opened for customer entry. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	07:15 AM			03:30 PM		
		Tuesday	07:15 AM			03:30 PM		
		Wednesday	07:15 AM			03:30 PM		
		Thursday	07:15 AM			03:30 PM		
		Friday	07:15 AM			03:30 PM		
		Saturday	08:00 AM			12:00 PM		
Pick-Up Times	Times when accountables/parcels may be picked up. Hours must	Monday	10:00 AM			11:00 AM		

	include Window Service Times AND any hours before or after Window Service Times, where customers can pickup through a special Pick-Up window or Dutch door, typically located in the lobby.	Tuesday	10:00 AM	11:00 AM
		Wednesday	10:00 AM	11:00 AM
		Thursday	10:00 AM	11:00 AM
		Friday	10:00 AM	11:00 AM
Window Service Times	Times when employee-staffed retail service windows are open to the public. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	08:00 AM	11:00 AM
		Tuesday	08:00 AM	11:00 AM
		Wednesday	08:00 AM	11:00 AM
		Thursday	08:00 AM	11:00 AM
		Friday	08:00 AM	11:00 AM
Distribution Cut-Off Time	Time of day that the distribution of all committed mail is completed and available for carriers and/or PO Box Distribution.	Monday		11:00 AM
		Tuesday		11:00 AM
		Wednesday		11:00 AM
		Thursday		11:00 AM
		Friday		11:00 AM
Last Dispatch of Value	Time-of-day of last dispatch of mail that contains mail committed to First Class, Priority and Express Mail service commitments based on the transportation schedule. May be after unit close time or within unit operating hours.	Monday		10:30 AM
		Tuesday		10:30 AM
		Wednesday		10:30 AM
		Thursday		10:30 AM
		Friday		10:30 AM
		Saturday		10:30 AM
Call Referral Hours	Time-of-Day facility is staffed to take customer phone calls.	Monday	08:00 AM	11:00 AM
		Tuesday	08:00 AM	11:00 AM
		Wednesday	08:00 AM	11:00 AM
		Thursday	08:00 AM	11:00 AM
		Friday	08:00 AM	11:00 AM
Carrier Call Referral Hours	Time-of-day facility has personnel available to answer calls regarding delivery issues.	Monday	08:00 AM	11:00 AM
		Tuesday	08:00 AM	11:00 AM
		Wednesday	08:00 AM	11:00 AM
		Thursday	08:00 AM	11:00 AM
		Friday	08:00 AM	11:00 AM
Collections - Latest Time at PO	Latest time-of-day for box collection (for same day postmark) at a postal facility -- may be inside lobby drop or box out front (whichever is latest)	Monday		04:00 PM
		Tuesday		04:00 PM
		Wednesday		04:00 PM
		Thursday		04:00 PM
		Friday		04:00 PM
		Saturday		12:00 PM

**Additional Times (May be Required)**

Type of Time	Definition	Times						
Click to Edit		Day	Day Start	Start Lunch	End Lunch	Day End	Additional Start	Additional End
Loading Dock Times	Times of dock operation, typically when dock is manned or otherwise available for delivery. May be 24-hours VALUES (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	08:00 AM			11:00 AM		
		Tuesday	08:00 AM			11:00 AM		
		Wednesday	08:00 AM			11:00 AM		
		Thursday	08:00 AM			11:00 AM		
		Friday	08:00 AM			11:00 AM		

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DS Earlybird Times	Special Earlybird Drop Ship times, usually between 00:00 AM (Midnight) and 07:00 AM. No value if DS Receiving is 24 Hours.	Monday	10:00 AM	11:00 AM
		Tuesday	10:00 AM	11:00 AM
		Wednesday	10:00 AM	11:00 AM
		Thursday	10:00 AM	11:00 AM
		Friday	10:00 AM	11:00 AM
		Not Provided		
Business (Bulk) Mail Acceptance	Time-of-day when business customers may drop off their prepared bulk mailings.	Not Provided		
Cashwrap Times	Times when employee-staffed special retail cashwrap (retail without mail acceptance) area is open for business. Optional closed-for-lunch.	Monday	10:00 AM	11:00 AM
		Tuesday	10:00 AM	11:00 AM
		Wednesday	10:00 AM	11:00 AM
		Thursday	10:00 AM	11:00 AM
		Friday	10:00 AM	11:00 AM
		Not Provided		
Passport Acceptance Times	Times when passport window or office is open for business. A DOS id number must be assigned to facility to update. Maintained by HQ Passport Program Manager. Contact District Retail Coordinator for changes.	Not Provided		
Passport Photo Times	Times when passport photos may be taken. Passport Acceptance hours are required for a facility to have Passport Photo Hours. Maintained by HQ Passport Program Manager. Contact District Retail Coordinator for changes.	Not Provided		
Philatelic Times	Times when employee-staffed special retail philatelic (stamps without mail acceptance) office or window is open for business. Optional closed-for-lunch.	Not Provided		
Box-Up	Time-of-day that distribution of all post office box mail (including accountables notification) must be completed. Now maintained by FDB District Coordinator.	Monday		11:00 AM
		Tuesday		11:00 AM
		Wednesday		11:00 AM
		Thursday		11:00 AM
		Friday		11:00 AM
		Saturday		11:00 AM
Hiring and Testing	Time-of-day when personnel are available to respond to inquiries regarding employment opportunities within the USPS.	Not Provided		
Indemnity Claim Status / Inquiry	Times when inquires regarding compensation for lost or damaged articles are accepted and STATUS inquiries for existing claims are processed.	Not Provided		
Mailing Requirements	Time-of-day personnel are available to assist businesses with their mailing needs and questions.	Not Provided		

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Media Press Contacts Time-of-day personnel are available to serve customers requesting information from the USPS on behalf of the media. Not Provided

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GXG Cut-off Time Time-of-day that all Global Express Guaranteed mail must be received by.

Monday	12:45 PM
Tuesday	12:45 PM
Wednesday	12:45 PM
Thursday	12:45 PM
Friday	12:45 PM
Saturday	11:30 AM

#### Special Times

The following times can only be populated by the Retail Specialist. There may be several ranges of effective dates available, however only one effective date range of entries is displayed at once. Special Times are not required to be completed for Certification

#### Collections - Latest Time at PO - Special Times

Special last Postmark or collection for holidays, special events, etc. (often used in December and for Tax Day). Contact your District Retail Specialist to enter/edit these times.

#### Retail Services - Special Times

Special hours (holidays, special events, etc.) set up by a post office or facility that offers postal products and services. Contact your District Retail Specialist to enter/edit these times.

Facility Times for this facility was last certified on 11/15/2010 09:13 AM by FDB user Carl Zingle

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Login ID: KBYPC0

Restricted Information

31-JAN-11

 <b>UNITED STATES POSTAL SERVICE</b>	 <b>Facilities Database System</b>
<a href="#">My Facility</a>   <a href="#">Find Facility</a>   <a href="#">Administrative Area</a>   <a href="#">Find Contacts</a>   <a href="#">Help</a>	<b>DOCKETING</b> Logout <b>19436</b> <b>ITEM NO.</b> <b>3</b> <b>PAGE</b> <b>3</b>

## Post Office Boxes

<b>SPRING HOUSE</b> (Physical Address) 905 BETHLEHEM PIKE SPRING HOUSE, PA 19477-9998	<b>Category:</b> Delivery and Retail <b>Type:</b> Post Office <b>Subtype:</b> Branch <b>Area:</b> Eastern (C)	<b>Facility ID:</b> 1436636 <b>Status:</b> Active <b>AMS Locale Key:</b> X1B191 <b>District:</b> Philadelphia Metropo
--	--	--

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### P.O. Box System

Zipcode: 19477 Alpha ID: 0

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Contact Name:</b>	Facility contact for P.O. Box inquiries.	
<b>Contact Phone Number:</b>	Facility phone number for P.O. Box inquiries.	(215) 591 - 0462
<b>Number of Customers with Caller Service:</b>	Virtual boxes that are required when a customer receives more mail than the largest physical box [size 5] can routinely handle.	8
<b>Number of Reserves:</b>	The count of the number of Reserve Boxes (virtual boxes that do not include box specific sortation). Callers and Reserves differ in that mail is sorted individually to a customer's Caller boxes while mail to a group of a customer's Reserve Boxes is commingled.	Not Provided
<b>P.O. Box Fee Group:</b>	<p>A standard fee structure describes rates charged by a box unit for the rental of PO Boxes and virtual Caller Box number. The HQ Special Services group performs an economic analysis of each facility hosting a PO Box section and assigns a fee group rating of one through seven to a facility based on the local cost of providing the box/caller service. The fee group for each facility is published in Publication 431.</p> <p><b>Exceptions:</b></p> <p>Virtual Reserve Box numbers are charged at the same rate throughout the country, regardless of the fee group assigned to the facility hosting the virtual reserve box numbers.</p> <p>No-Fee (free) boxes are made available to a customer (a maximum of one to a domicile) if that customer's domicile is not offered street delivery by the Postal Service.</p>	3
<b>Has No Fee Boxes?:</b>	Count of the number of boxes for which a customer is not charged a rental fee (see above).	0
<b>Number of any size boxes waiting?:</b>	Number of Customers waiting to rent any PO Box that becomes available.	0

### Post Office Box Lobby

Zipcode: 19477 Alpha ID: 0	#1	#2	#3	#4	#5	Total
<b>Number of Boxes:</b>						4
<b>Number In Use:</b>						
<b>Number Available (Actual) :</b>						
<b>Number of Customers on Waiting List:</b>						
<b>Number of Parcel Lockers:</b>	Boxes that are used for customers to retrieve parcels which do not require a signature.					

All shaded fields are maintained in WebBATS. Please utilize WebBATS to edit/correct this information.

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Post Office information for this facility was last certified on 02/03/2011 12:32:08 by FDB user Admin Admin.

Login ID: KBYPC0

Restricted Information

10-FEB-11



## Facilities Database System

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## Facility Times

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**SPRING HOUSE**  
(Physical Address)  
905 BETHLEHEM PIKE  
SPRING HOUSE, PA 19477-9998

**Category:** Delivery and Retail  
**Type:** Post Office  
**Subtype:** Branch  
**Area:** Eastern (C)

**Facility ID:** 1436636  
**Status:** Active  
**AMS Locale Key:** X1B191  
**District:** Philadelphia Metropo

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## Required Times

Type of Time Click to Edit	Definition	Times		Lunch Close	Lunch Open	Day End	Additional Close	Additional Open
		Day	Day Start					
Unit Times	Times of operation: when the first employee clocks-in until the last employee clocks-out. May be 24-hours instead of times.	Monday	06:00 AM			05:00 PM		
		Tuesday	06:00 AM			05:00 PM		
		Wednesday	06:00 AM			05:00 PM		
		Thursday	06:00 AM			05:00 PM		
		Friday	06:00 AM			05:00 PM		
		Saturday	06:00 AM			11:00 AM		
First Mail Arrival	First time-of-day mail arrives for processing or delivery based on the transportation schedule. May be before unit open time or within unit operating hours.	Monday				06:00 AM		
		Tuesday				06:00 AM		
		Wednesday				06:00 AM		
		Thursday				06:00 AM		
		Friday				06:00 AM		
Distribution Times	Begin and end times for distribution of mail. May be 24-hours (if Unit is 24-hours) instead of times.	Monday	06:00 AM			10:30 AM		
		Tuesday	06:00 AM			10:30 AM		
		Wednesday	06:00 AM			10:30 AM		
		Thursday	06:00 AM			10:30 AM		
		Friday	06:00 AM			10:30 AM		
		Saturday	06:00 AM			10:30 AM		
DS Receiving Times	Normal Drop Ship receiving times, usually after 07:00 AM. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	06:00 AM			03:00 PM		
		Tuesday	06:00 AM			03:00 PM		
		Wednesday	06:00 AM			03:00 PM		
		Thursday	06:00 AM			03:00 PM		
		Friday	06:00 AM			03:00 PM		
Office Admin Times	Times of administrative office operation, typically the manager office hours. Optional closed-for-lunch.	Monday	10:00 AM			12:00 PM		
		Tuesday	10:00 AM			12:00 PM		
		Wednesday	10:00 AM			12:00 PM		
		Thursday	10:00 AM			12:00 PM		
		Friday	10:00 AM			12:00 PM		
Lobby Times	Times when PO Box or Unit Lobby is unlocked and opened for customer entry. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	24 Hours					
		Tuesday	24 Hours					
		Wednesday	24 Hours					
		Thursday	24 Hours					
		Friday	24 Hours					
		Saturday	24 Hours					
Pick-Up Times	Times when	Holidays	24 Hours					

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accountables/parcels may be picked up. Hours must include Window Service Times AND any hours before or after Window Service Times, where customers can pickup through a special Pick-Up window or Dutch door, typically located in the lobby.

Monday 08:00 AM  
Tuesday 08:00 AM  
Wednesday 08:00 AM  
Thursday 08:00 AM  
Friday 08:00 AM

04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM

## Window Service Times

Times when employee-staffed retail service windows are open to the public. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.

Monday 08:00 AM  
Tuesday 08:00 AM  
Wednesday 08:00 AM  
Thursday 08:00 AM  
Friday 08:00 AM

04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM

## Distribution Cut-Off Time

Time of day that the distribution of all committed mail is completed and available for carriers and/or PO Box Distribution.

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

11:00 AM  
11:00 AM  
11:00 AM  
11:00 AM  
11:00 AM

## Last Dispatch of Value

Time-of-day of last dispatch of mail that contains mail committed to First Class, Priority and Express Mail service commitments based on the transportation schedule. May be after unit close time or within unit operating hours.

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM

## Call Referral Hours

Time-of-Day facility is staffed to take customer phone calls.

Monday 08:00 AM  
Tuesday 08:00 AM  
Wednesday 08:00 AM  
Thursday 08:00 AM  
Friday 08:00 AM

04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM

## Carrier Call Referral Hours

Time-of-day facility has personnel available to answer calls regarding delivery issues.

Monday 08:00 AM  
Tuesday 08:00 AM  
Wednesday 08:00 AM  
Thursday 08:00 AM  
Friday 08:00 AM

04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM  
04:30 PM

## Collections - Latest Time at PO

Latest time-of-day for box collection (for same day postmark) at a postal facility -- may be inside lobby drop or box out front (whichever is latest)

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

04:00 PM  
04:00 PM  
04:00 PM  
04:00 PM  
04:00 PM  
09:30 AM

## Additional Times (May be Required)

## Type of Time

## Definition

## Times

Click to Edit

Day

Day  
StartStart  
LunchEnd  
LunchDay  
EndAdditional  
StartAdditional  
End

## Loading Dock Times

Times of dock operation, typically when dock is manned or otherwise available for delivery. May be 24-hours VALUES (If unit is 24-hours) instead of

Monday 06:00 AM  
Tuesday 06:00 AM  
Wednesday 06:00 AM  
Thursday 06:00 AM

05:00 PM  
05:00 PM  
05:00 PM  
05:00 PM

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	times. Optional closed-for-lunch.	Friday	06:00 AM	05:00 PM
DS Earlybird Times	Special Earlybird Drop Ship times, usually between 00:00 AM (Midnight) and 07:00 AM. No value if DS Receiving is 24 Hours.	Monday	06:00 AM	10:30 AM
		Tuesday	06:00 AM	10:30 AM
		Wednesday	06:00 AM	10:30 AM
		Thursday	06:00 AM	10:30 AM
		Friday	06:00 AM	10:30 AM
Business (Bulk) Mail Acceptance	Time-of-day when business customers may drop off their prepared bulk mailings.	Monday	08:00 AM	09:00 AM
		Tuesday	08:00 AM	09:00 AM
		Wednesday	08:00 AM	09:00 AM
		Thursday	08:00 AM	09:00 AM
		Friday	08:00 AM	09:00 AM
Cashwrap Times	Times when employee-staffed special retail cashwrap (retail without mail acceptance) area is open for business. Optional closed-for-lunch.	Monday	08:00 AM	04:30 PM
		Tuesday	08:00 AM	04:30 PM
		Wednesday	08:00 AM	04:30 PM
		Thursday	08:00 AM	04:30 PM
		Friday	08:00 AM	04:30 PM
Passport Acceptance Times	Times when passport window or office is open for business. A DOS id number must be assigned to facility to update. Maintained by HQ Passport Program Manager. Contact District Retail Coordinator for changes.	Not Provided		
Passport Photo Times	Times when passport photos may be taken. Passport Acceptance hours are required for a facility to have Passport Photo Hours. Maintained by HQ Passport Program Manager. Contact District Retail Coordinator for changes.	Not Provided		
Philatelic Times	Times when employee-staffed special retail philatelic (stamps without mail acceptance) office or window is open for business. Optional closed-for-lunch.	Not Provided		
Box-Up	Time-of-day that distribution of all post office box mail (including accountables notification) must be completed. Now maintained by FDB District Coordinator.	Monday		11:00 AM
		Tuesday		11:00 AM
		Wednesday		11:00 AM
		Thursday		11:00 AM
		Friday		11:00 AM
Hiring and Testing	Time-of-day when personnel are available to respond to inquiries regarding employment opportunities within the USPS.	Not Provided		
Indemnity Claim Status / Inquiry	Times when inquires regarding compensation for lost or damaged articles are accepted and STATUS inquiries for existing claims are processed.	Not Provided		
Mailing Requirements	Time-of-day personnel are	Not Provided		



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Media Press Contacts available to assist businesses with their mailing needs and questions. Time-of-day personnel are available to serve customers requesting information from the USPS on behalf of the media. Not Provided

GXG Cut-off Time Time-of-day that all Global Express Guaranteed mail must be received by.

Monday	04:30 PM
Tuesday	04:30 PM
Wednesday	04:30 PM
Thursday	04:30 PM
Friday	04:30 PM

**Special Times**

The following times can only be populated by the Retail Specialist. There may be several ranges of effective dates available, however only one effective date range of entries is displayed at once. Special Times are not required to be completed for Certification

**Collections - Latest Time at PO - Special Times**

Special last Postmark or collection for holidays, special events, etc. (often used in December and for Tax Day). Contact your District Retail Specialist to enter/edit these times.

**Retail Services - Special Times**

Special hours (holidays, special events, etc.) set up by a post office or facility that offers postal products and services. Contact your District Retail Specialist to enter/edit these times.

Facility Times for this facility has not been certified

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## Facilities Database System

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## Facility Information

**SPRING HOUSE**

(Physical Address)  
905 BETHLEHEM PIKE  
SPRING HOUSE, PA 19477-9998

**Category:** Delivery and Retail**Type:** Post Office**Subtype:** Branch**Area:** Eastern (C)**Facility ID:** [REDACTED]**Status:** Active**AMS Locale Key:** X1B191**District:** Philadelphia Metropo[<< Return](#)

## Facility Information

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Facility Name:</b>	Descriptive name assigned to a facility.	SPRING HOUSE
<b>Display Name:</b>	Commonly known or Publicly known name of a Facility, source is extract from My Post Office database, FDB is now the owner of this data, if the facility does not have a display name different than the AMS name this will be null.  <i>This field is to be updated only by an authorized FDB Coordinator (Facility Admin screen).</i>	SPRING HOUSE BRANCH
<b>Locally Managed:</b>	A facility with an internet-enabled ACE computer, where personnel with 'Local Facility User' access to the FDB web application are required to maintain assigned facility-level data.  <i>This field is to be updated only by a District FDB Coordinator(Facility Admin screen).</i>	Yes
<b>Rolled-in:</b>	Indicates that this facility has been rolled into the My Post Office (MyPO) application and is required to logon to MyPO daily to retrieve and respond to MyPO issues.  <i>This field is to be updated only by an authorized Consumer Affairs staff member (Facility Admin screen).</i>	Yes

To report problems with Facility Name data contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

## Physical Address

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Address:</b>	Actual Physical location address (street name and number)at which the facility is located.	905 BETHLEHEM PIKE
<b>City:</b>	City name for the facility location.	SPRING HOUSE
<b>State:</b>	2 digit standard state abbreviation for the facility location.	PA
<b>ZIP Code:</b>	5- or 9-digit ZIP Code for the physical location address of the facility.	19477 - 9998
<b>Directions to Facility:</b>	Directions to this facility.	FROM INTERSECTION OF SUMMNEYTOWN PK AND BETHLEHEM PIKE HEAD SOUTH LESS THEN A MILE ACROSS FROM RICH'S OTHER PLACE. LOOK FOR SIGN ON RIGHT HAND SIDE

To report problems with Physical Address data contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

## Mailing Address

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Data Field Name	Business Rules and Field Definitions	Current Value
Address:	The address to which mail for the facility should be directed.	905 BETHLEHEM PIKE
City:	City name.	SPRING HOUSE
State:	2 digit standard state abbreviation for the facility location.	PA
ZIP Code:	5- or 9-digit ZIP Code for the mailing address.	19477 - 9998

To report problems with Mailing Address data contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

## Drop Ship Address

Data Field Name	Business Rules and Field Definitions	Current Value
Address:	The address for use by mailers when tendering mail to the facility. May differ from the physical address to better specify the dock location.	905 BETHLEHEM PIKE
City:	City name for the facility location.	SPRING HOUSE
State:	2 digit standard state abbreviation for the facility location.	PA
ZIP Code:	5- or 9-digit ZIP Code for the physical location address of the facility.	19477 - 9998
Drop Ship directions:	Drop Ship Directions to this facility.	FROM INTERSECTION OF SUMMNEYTOWN PK AND BETHLEHEM PIKE HEAD SOUTH LESS THEN A MILE ACROSS FROM RICH'S OTHER PLACE. LOOK FOR SIGN ON RIGHT HAND SIDE

To report problems with Drop Ship Address data contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

## Contact Information

Data Field Name	Business Rules and Field Definitions	Current Value
Facility Manager Name:	First and Last name of the Local Facility Manager.	
Facility Manager Phone:	The unpublished telephone number for use only by postal employees to contact a postmaster or facility manager directly. This phone number is used primarily by postal managers. <i>(This phone number is maintained within the Facilities Database System.)</i>	
Manager Mobile Device:	The unpublished Mobile Device number for use only by postal employees to contact a Postmaster or Facility Manager directly, in the event of an emergency. This phone number is used primarily by Postal Managers. <i>(This phone number is maintained within the Facilities Database System.)</i>	
Manager Text Device Phone:	The unpublished Text Device number for use only by postal employees to contact a Postmaster or Facility Manager directly, in the event of an emergency. This phone number is used primarily by Postal Managers. <i>(This phone number is maintained within the Facilities Database System.)</i>	Not Provided
Hotline Phone(PO to PO/Internal):	The unpublished telephone number that rings at the facility intended for use only by postal employees to contact a facility without the need to compete with customers using a published telephone number. <i>(This phone number is maintained within the Facilities Database System.)</i>	
Referral Phone Number:	The telephone number for use by Corporate Customer Contact to refer calls from the general public to a facility 'Rolled-In' to My Post Office during the facility's referral call hours. <i>(This phone number may be the same as the Public Phone number. This phone number is maintained within the Facilities Database System.)</i>	(215) 591 - 0462

<b>Logistics Phone:</b>	The published telephone number (other than Drop Ship) for use by mailers or their agents to contact a facility for information concerning movement of mail, usually directing telephone traffic to the district network operations employee, processing center or local facility employee tasked with scheduling the acceptance and movement of mail. <i>(This phone number is maintained within Address Management Systems locale record maintenance.)</i>	(215) 591 - 0462	<b>DOCKET NO.</b> <b>ITEM NO.</b> <b>PAGE</b>	15436 3 10
<b>Drop Ship Phone:</b>	The published telephone number for use by mailers or their agents to contact a facility for the purposes of scheduling mail drop shipments, usually directing telephone traffic to the facility, processing center or district network operations employee tasked with scheduling the acceptance of locally Designating mail. <i>(This phone number is maintained within Address Management Systems locale record maintenance.)</i>	(610) 964 - 6414		
<b>Public Phone(Commercial/External):</b>	The published telephone number for use by the general public to contact a facility. <i>(This phone number is maintained within Address Management Systems locale record maintenance.)</i>	(215) 591 - 0462		
<b>Fax Phone Number(Facsimile):</b>	The published or unpublished telephone number for use by postal employees and vendors to fax documents directly to a facility. <i>(This phone number is maintained within Address Management Systems locale record maintenance.)</i>	Not Provided		

To report problems with AMS Phone data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

#### Additional Information

Data Field Name	Business Rules and Field Definitions	Current Value
<b>CAG:</b>	Cost Ascertainment Group.	C
<b>Finance Number:</b>	Facility Management System unique facility record identifier consisting of a finance number.	
<b>FEDSTRIP Number:</b>	Number used to identify where an order for parts, supplies, and equipment from the Material Distribution Center (MDC) will be shipped and what finance number will be charged.	
<b>Office Level:</b>	Level of highest on-site manager-EAS.	21
<b>SFA Unit Number:</b>	4-character Standard Field Accounting System Code.	
<b>DOS Id Number:</b>	6-character Department of State Passport Facility ID Number. Maintained by HQ Passport Program Manager. Id is required for Passport Hours to be maintained on the facility.	Not Provided
<b>Pay Location:</b>	3-digit Pay Location code.	000
<b>Time Zone:</b>	Indicates the Time Zone in which the Facility is located.	US/Eastern
<b>Daylight Savings Time Observed:</b>	Indicates whether or not Daylight Savings Time is Observed.	Yes
<b>Facility Comments:</b>	General comments related to a specific facility.	FROM INTERSECTION OF SUMMNEYTOWN PK AND BETHLEHEM PIKE HEAD SOUTH LESS THEN A MILE ACROSS FROM RICH'S OTHER PLACE. LOOK FOR SIGN ON RIGHT HAND SIDE.

To report problems with CAG data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

#### Congressional Information

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Congressional District:</b>	A territorial division of a state which is	PA - 13

	entitled to elect one member to the United States House of Representatives.	DOCKET NO. 18436
Facility Named by Legislation:	Has the Facility been assigned a legislative (dedicated) name?	ITEM NO. 3
Legislation Name:	Facility name assigned by Legislation.	PAGE 18
To report problems with Congressional District data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)		

**Facility Indicator**

Data Field Name	Business Rules and Field Definitions	Current Value
ASF:	Auxiliary Service Facility - Performs NDC (Network Distribution Center) functions at a smaller P&DC.	Not Applicable
AADC:	Indicates whether or not a facility serves as an Automated Area Distribution Center (AADC).	Not Applicable
ADC:	Indicates whether or not a facility serves as an Area Distribution Center (ADC).	Not Applicable
DDC:	Delivery Distribution Center (DDC) is a customer services unit that processes mail for multiple ZIP Codes at an Associate Office and ZIP Codes for other nearby Associate Offices. The DDCs core function is to serve as an extension of a P&DC or P&DF. It may also act as a transportation hub for other post offices located within a close radius.	No
SCF Code:	Sectional Center Facility (SCF) Code is a three digit number associated with an SCF entry discount facility. Labeling List L005 contains that information.	Not Provided

To report problems with Facility Indicator data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

**Delivery Types**

Data Field Name	Business Rules and Field Definitions	Current Value
City::	City has city delivery routes (s)	Yes
General:	Facility has general delivery.	Yes
Highway:	Deliveries made by Highway Contractors.	No
P.O. Box:	Facility has PO Box delivery.	Yes
Rural:	Facility has rural delivery route(s).	No

To report problems with Delivery Types contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

**ZIP Code Served by Carrier Routes**

ZIP Code:	Carrier Routes:
19477	B001 B002 B003 B004 B005 B006 B007 B008 B009 B010 B011 B012 B013 B014 B015 B999 C001 G000

To report problems with Carrier Route data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

☐ By selecting this checkbox I am certifying that none of the above information has changed

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The Facility Information for this facility was last certified on 03/24/2010 12:01:07 by FDB user Carl Zingle.





## Post Office Boxes

54-9998	<b>Category:</b> Delivery and Retail <b>Type:</b> Post Office <b>Subtype:</b> Main Post Office <b>Area:</b> Eastern (C)	<b>Facility ID:</b> [REDACTED] <b>Status:</b> Active <b>AMS Locale Key:</b> X1A232 <b>District:</b> Philadelphia Metropo
---------	--	---

ID: 0

	Business Rules and Field Definitions	Current Value
	Facility contact for P.O. Box inquiries.	[REDACTED]
	Facility phone number for P.O. Box inquiries.	(215) 661 - 0652
with Caller Service:	Virtual boxes that are required when a customer receives more mail than the largest physical box [size 5] can routinely handle.	7
	The count of the number of Reserve Boxes (virtual boxes that do not include box specific sortation). Callers and Reserves differ in that mail is sorted individually to a customer's Caller boxes while mail to a group of a customer's Reserve Boxes is commingled.	Not Provided
	A standard fee structure describes rates charged by a box unit for the rental of PO Boxes and virtual Caller Box number. The HQ Special Services group performs an economic analysis of each facility hosting a PO Box section and assigns a fee group rating of one through seven to a facility based on the local cost of providing the box/caller service. The fee group for each facility is published in Publication 431.  <b>Exceptions:</b>  Virtual Reserve Box numbers are charged at the same rate throughout the country, regardless of the fee group assigned to the facility hosting the virtual reserve box numbers.  No-Fee (free) boxes are made available to a customer (a maximum of one to a domicile) if that customer's domicile is not offered street delivery by the Postal Service.	3
	Count of the number of boxes for which a customer is not charged a rental fee (see above).	0
as waiting?:	Number of Customers waiting to rent any PO Box that becomes available.	0

ID: 0	#1	#2	#3	#4	#5	Total
al) :						
n Waiting List:						
rs:	Boxes that are used for customers to retrieve parcels which do not require a signature.					

tained in WebBATS. Please utilize WebBATS to edit/correct this information.

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this facility was last certified on 02/03/2011 12:32:08 by FDB user Admin Admin.



## Facilities Database System

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## Post Office Boxes

**NORTH WALES**  
(Physical Address)  
450 BEAVER ST  
NORTH WALES, PA 19454-9998

**Category:** Delivery and Retail  
**Type:** Post Office  
**Subtype:** Main Post Office  
**Area:** Eastern (C)

**Facility ID:** [REDACTED]  
**Status:** Active  
**AMS Locale Key:** X1A232  
**District:** Philadelphia Metropo

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## P.O. Box System

Zipcode: 19454 Alpha ID: 0

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Contact Name:</b>	Facility contact for P.O. Box inquiries.	[REDACTED]
<b>Contact Phone Number:</b>	Facility phone number for P.O. Box inquiries.	(215) 661 - 0652
<b>Number of Customers with Caller Service:</b>	Virtual boxes that are required when a customer receives more mail than the largest physical box [size 5] can routinely handle.	7
<b>Number of Reserves:</b>	The count of the number of Reserve Boxes (virtual boxes that do not include box specific sortation). Callers and Reserves differ in that mail is sorted individually to a customer's Caller boxes while mail to a group of a customer's Reserve Boxes is commingled.	Not Provided
<b>P.O. Box Fee Group:</b>	<p>A standard fee structure describes rates charged by a box unit for the rental of PO Boxes and virtual Caller Box number. The HQ Special Services group performs an economic analysis of each facility hosting a PO Box section and assigns a fee group rating of one through seven to a facility based on the local cost of providing the box/caller service. The fee group for each facility is published in Publication 431.</p> <p><b>Exceptions:</b></p> <p>Virtual Reserve Box numbers are charged at the same rate throughout the country, regardless of the fee group assigned to the facility hosting the virtual reserve box numbers.</p> <p>No-Fee (free) boxes are made available to a customer (a maximum of one to a domicile) if that customer's domicile is not offered street delivery by the Postal Service.</p>	3
<b>Has No Fee Boxes?:</b>	Count of the number of boxes for which a customer is not charged a rental fee (see above).	0
<b>Number of any size boxes waiting?:</b>	Number of Customers waiting to rent any PO Box that becomes available.	0

## Post Office Box Lobby

Zipcode: 19454 Alpha ID: 0	#1	#2	#3	#4	#5	Total
<b>Number of Boxes:</b>						
<b>Number In Use:</b>						
<b>Number Available (Actual) :</b>						
<b>Number of Customers on Waiting List:</b>						
<b>Number of Parcel Lockers:</b>	Boxes that are used for customers to retrieve parcels which do not require a signature.					

All shaded fields are maintained in WebBATS. Please utilize WebBATS to edit/correct this information.

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Post Office information for this facility was last certified on 02/03/2011 12:32:08 by FDB user Admin Admin.

Login ID KBYPC0

Restricted Information

10-FEB-11



## Facilities Database System

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## Facility Times

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**NORTH WALES**  
 (Physical Address)  
 450 BEAVER ST  
 NORTH WALES, PA 19454-9998

**Category:** Delivery and Retail  
**Type:** Post Office  
**Subtype:** Main Post Office  
**Area:** Eastern (C)

**Facility ID:** [REDACTED]  
**Status:** Active  
**AMS Locale Key:** X1A232  
**District:** Philadelphia Metropo

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## Required Times

Type of Time Click to Edit	Definition	Times		Lunch Close	Lunch Open	Day End	Additional Close	Additional Open
		Day	Day Start					
Unit Times	Times of operation: when the first employee clocks-in until the last employee clocks-out. May be 24-hours instead of times.	Monday	04:00 AM			05:30 PM		
		Tuesday	04:00 AM			05:30 PM		
		Wednesday	04:00 AM			05:30 PM		
		Thursday	04:00 AM			05:30 PM		
		Friday	04:00 AM			05:30 PM		
		Saturday	04:00 AM			04:30 PM		
		Holidays	04:00 AM			12:00 PM		
First Mail Arrival	First time-of-day mail arrives for processing or delivery based on the transportation schedule. May be before unit open time or within unit operating hours.	Monday				02:45 AM		
		Tuesday				04:10 AM		
		Wednesday				04:10 AM		
		Thursday				04:10 AM		
		Friday				04:10 AM		
		Saturday				04:10 AM		
		Holidays				04:10 AM		
Distribution Times	Begin and end times for distribution of mail. May be 24-hours (if Unit is 24-hours) instead of times.	Monday	02:30 AM			05:30 PM		
		Tuesday	04:30 AM			05:30 PM		
		Wednesday	04:30 AM			05:30 PM		
		Thursday	04:30 AM			05:30 PM		
		Friday	04:30 AM			05:30 PM		
		Saturday	04:30 AM			03:30 PM		
DS Receiving Times	Normal Drop Ship receiving times, usually after 07:00 AM. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	05:00 AM			04:00 PM		
		Tuesday	05:00 AM			04:00 PM		
		Wednesday	05:00 AM			04:00 PM		
		Thursday	05:00 AM			04:00 PM		
		Friday	05:00 AM			04:00 PM		
Office Admin Times	Times of administrative office operation, typically the manager office hours. Optional closed-for-lunch.	Monday	04:30 AM			05:00 PM		
		Tuesday	04:30 AM			05:00 PM		
		Wednesday	04:30 AM			05:00 PM		
		Thursday	04:30 AM			05:00 PM		
		Friday	04:30 AM			05:00 PM		
		Saturday	04:30 AM			04:30 PM		
Lobby Times	Times when PO Box or Unit Lobby is unlocked and opened for customer entry. May be 24-hours (If unit is 24-hours) instead of times. Optional closed-for-lunch.	Monday	04:00 AM			05:30 PM		
		Tuesday	04:00 AM			05:30 PM		
		Wednesday	04:00 AM			05:30 PM		
		Thursday	04:00 AM			05:30 PM		



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Pick-Up Times	Times when accountables/parcels may be picked up. Hours must include Window Service Times AND any hours before or after Window Service Times, where customers can pickup through a special Pick-Up window or Dutch door, typically located in the lobby.	Friday	04:00 AM	05:30 PM
		Saturday	04:00 AM	03:30 PM
		Monday	08:00 AM	04:30 PM
		Tuesday	08:00 AM	04:30 PM
		Wednesday	08:00 AM	04:30 PM
		Thursday	08:00 AM	04:30 PM
		Friday	08:00 AM	04:30 PM
Window Service Times	Times when employee-staffed retail service windows are open to the public. May be 24-hours (if unit is 24-hours) instead of times. Optional closed-for-lunch.	Saturday	09:00 AM	11:00 AM
		Monday	08:00 AM	04:30 PM
		Tuesday	08:00 AM	04:30 PM
		Wednesday	08:00 AM	04:30 PM
		Thursday	08:00 AM	04:30 PM
		Friday	08:00 AM	04:30 PM
		Saturday	09:00 AM	11:00 AM
Distribution Cut-Off Time	Time of day that the distribution of all committed mail is completed and available for carriers and/or PO Box Distribution.	Monday		11:00 AM
		Tuesday		11:00 AM
		Wednesday		11:00 AM
		Thursday		11:00 AM
		Friday		11:00 AM
		Saturday		11:00 AM
Last Dispatch of Value	Time-of-day of last dispatch of mail that contains mail committed to First Class, Priority and Express Mail service commitments based on the transportation schedule. May be after unit close time or within unit operating hours.	Monday		05:55 PM
		Tuesday		05:55 PM
		Wednesday		05:55 PM
		Thursday		05:55 PM
		Friday		05:55 PM
		Saturday		05:55 PM
Call Referral Hours	Time-of-Day facility is staffed to take customer phone calls.	Monday	09:00 AM	04:00 PM
		Tuesday	09:00 AM	04:00 PM
		Wednesday	09:00 AM	04:00 PM
		Thursday	09:00 AM	04:00 PM
		Friday	09:00 AM	04:00 PM
		Saturday	10:00 AM	02:00 PM
Collections - Latest Time at PO	Latest time-of-day for box collection (for same day postmark) at a postal facility -- may be inside lobby drop or box out front (whichever is latest)	Monday		05:30 PM
		Tuesday		05:30 PM
		Wednesday		05:30 PM
		Thursday		05:30 PM
		Friday		05:30 PM
		Saturday		02:30 PM

## Additional Times (May be Required)

Type of Time	Definition	Times				Day End	Additional Start	Additional End
		Day	Day Start	Start Lunch	End Lunch			
Click to Edit								
Loading Dock Times	Times of dock operation, typically when dock is manned or otherwise available for delivery. May be 24-hours VALUES (if	Not Provided						

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DS Earlybird Times	unit is 24-hours) instead of times. Optional closed-for-lunch.  Special Earlybird Drop Ship times, usually between 00:00 AM (Midnight) and 07:00 AM. No value if DS Receiving is 24 Hours.	Monday	05:00 AM	04:00 PM
		Tuesday	05:00 AM	04:00 PM
		Wednesday	05:00 AM	04:00 PM
		Thursday	05:00 AM	04:00 PM
		Friday	05:00 AM	04:00 PM
		Saturday	05:00 AM	04:30 PM
Business (Bulk) Mail Acceptance	Time-of-day when business customers may drop off their prepared bulk mailings.	Monday	08:00 AM	02:00 PM
		Tuesday	08:00 AM	02:00 PM
		Wednesday	08:00 AM	02:00 PM
		Thursday	08:00 AM	02:00 PM
		Friday	08:00 AM	02:00 PM
Cashwrap Times	Times when employee-staffed special retail cashwrap (retail without mail acceptance) area is open for business. Optional closed-for-lunch.	Not Provided		
Passport Acceptance Times	Times when passport window or office is open for business. A DOS id number must be assigned to facility to update. Maintained by HQ Passport Program Manager. Contact District Retail Coordinator for changes.	Not Provided		
Passport Photo Times	Times when passport photos may be taken. Passport Acceptance hours are required for a facility to have Passport Photo Hours. Maintained by HQ Passport Program Manager. Contact District Retail Coordinator for changes.	Not Provided		
Philatelic Times	Times when employee-staffed special retail philatelic (stamps without mail acceptance) office or window is open for business. Optional closed-for-lunch.	Not Provided		
Box-Up	Time-of-day that distribution of all post office box mail (including accountables notification) must be completed. Now maintained by FDB District Coordinator.	Monday		11:00 AM
		Tuesday		11:00 AM
		Wednesday		11:00 AM
		Thursday		11:00 AM
		Friday		11:00 AM
		Saturday		11:00 AM
Carrier Call Referral Hours	Time-of-day facility has personnel available to answer calls regarding delivery issues.	Monday	04:00 AM	05:30 PM
		Tuesday	04:00 AM	05:30 PM
		Wednesday	04:00 AM	05:30 PM
		Thursday	04:00 AM	05:30 PM
		Friday	04:00 AM	05:30 PM
		Saturday	04:00 AM	05:30 PM
Hiring and Testing	Time-of-day when personnel are available to	Not Provided		

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Indemnity Claim Status / Inquiry	respond to inquiries regarding employment opportunities within the USPS.	Not Provided	
	Times when inquires regarding compensation for lost or damaged articles are accepted and STATUS inquiries for existing claims are processed.	Not Provided	
	Mailing Requirements	Time-of-day personnel are available to assist businesses with their mailing needs and questions.	
	Media Press Contacts	Time-of-day personnel are available to serve customers requesting information from the USPS on behalf of the media.	
GXG Cut-off Time	Time-of-day that all Global Express Guaranteed mail must be received by.	Monday	04:30 PM
		Tuesday	04:30 PM
		Wednesday	04:30 PM
		Thursday	04:30 PM
		Friday	04:30 PM
		Saturday	11:00 AM

**Special Times**

The following times can only be populated by the Retail Specialist. There may be several ranges of effective dates available, however only one effective date range of entries is displayed at once. Special Times are not required to be completed for Certification

**Collections - Latest Time at PO - Special Times**

Special last Postmark or collection for holidays, special events, etc. (often used in December and for Tax Day). Contact your District Retail Specialist to enter/edit these times.

**Retail Services - Special Times**

Special hours (holidays, special events, etc.) set up by a post office or facility that offers postal products and services. Contact your District Retail Specialist to enter/edit these times.

Facility Times for this facility has not been certified

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# Facilities Database System

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## Facility Information

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**NORTH WALES**  
 (Physical Address)  
 450 BEAVER ST  
 NORTH WALES, PA 19454-9998

**Category:** Delivery and Retail  
**Type:** Post Office  
**Subtype:** Main Post Office  
**Area:** Eastern (C)

**Facility ID:** [REDACTED]  
**Status:** Active  
**AMS Locale Key:** X1A232  
**District:** Philadelphia Metropo

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### Facility Information

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Facility Name:</b>	Descriptive name assigned to a facility.	NORTH WALES
<b>Display Name:</b>	Commonly known or Publicly known name of a Facility, source is extract from My Post Office database, FDB is now the owner of this data, if the facility does not have a display name different than the AMS name this will be null.  <i>This field is to be updated only by an authorized FDB Coordinator (Facility Admin screen).</i>	NORTH WALES MAIN OFFICE
<b>Locally Managed:</b>	A facility with an internet-enabled ACE computer, where personnel with 'Local Facility User' access to the FDB web application are required to maintain assigned facility-level data.  <i>This field is to be updated only by a District FDB Coordinator (Facility Admin screen).</i>	Yes
<b>Rolled-in:</b>	Indicates that this facility has been rolled into the My Post Office (MyPO) application and is required to logon to MyPO daily to retrieve and respond to MyPO issues.  <i>This field is to be updated only by an authorized Consumer Affairs staff member (Facility Admin screen).</i>	Yes

To report problems with Facility Name data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

### Physical Address

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Address:</b>	Actual Physical location address (street name and number) at which the facility is located.	450 BEAVER ST
<b>City:</b>	City name for the facility location.	NORTH WALES
<b>State:</b>	2 digit standard state abbreviation for the facility location.	PA
<b>ZIP Code:</b>	5- or 9-digit ZIP Code for the physical location address of the facility.	19454 - 9998
<b>Directions to Facility:</b>	Directions to this facility.	US RT 202 TO WEST ON SUMNEYTOWN PK. GO 1 AND 1/4 MILES TO BEAVER ST. TURN RIGHT.

To report problems with Physical Address data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

### Mailing Address

Data Field Name	Business Rules and Field Definitions	Current Value
<b>Address:</b>	The address to which mail for the facility should be directed	450 BEAVER ST

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City:	City name.	NORTH WALES
State:	2 digit standard state abbreviation for the facility location.	PA
ZIP Code:	5- or 9-digit ZIP Code for the mailing address.	19454 - 9998

To report problems with Mailing Address data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

## Drop Ship Address

Data Field Name	Business Rules and Field Definitions	Current Value
Address:	The address for use by mailers when tendering mail to the facility. May differ from the physical address to better specify the dock location.	450 BEAVER ST
City:	City name for the facility location.	NORTH WALES
State:	2 digit standard state abbreviation for the facility location.	PA
ZIP Code:	5- or 9-digit ZIP Code for the physical location address of the facility.	19454 - 9998
Drop Ship directions:	Drop Ship Directions to this facility.	US RT 202 TO WEST ON SUMNEYTOWN PK. GO 1 AND 1/4 MILES TO BEAVER ST. TURN RIGHT.

To report problems with Drop Ship Address data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

## Contact Information

Data Field Name	Business Rules and Field Definitions	Current Value
Facility Manager Name:	First and Last name of the Local Facility Manager.	
Facility Manager Phone:	The unpublished telephone number for use only by postal employees to contact a postmaster or facility manager directly. This phone number is used primarily by postal managers. <i>(This phone number is maintained within the Facilities Database System.)</i>	
Manager Mobile Device:	The unpublished Mobile Device number for use only by postal employees to contact a Postmaster or Facility Manager directly, in the event of an emergency. This phone number is used primarily by Postal Managers. <i>(This phone number is maintained within the Facilities Database System.)</i>	
Manager Text Device Phone:	The unpublished Text Device number for use only by postal employees to contact a Postmaster or Facility Manager directly, in the event of an emergency. This phone number is used primarily by Postal Managers. <i>(This phone number is maintained within the Facilities Database System.)</i>	Not Provided
Hotline Phone(PO to PO/Internal):	The unpublished telephone number that rings at the facility intended for use only by postal employees to contact a facility without the need to compete with customers using a published telephone number. <i>(This phone number is maintained within the Facilities Database System.)</i>	
Referral Phone Number:	The telephone number for use by Corporate Customer Contact to refer calls from the general public to a facility 'Rolled-In' to My Post Office during the facility's referral call hours. <i>(This phone number may be the same as the Public Phone number. This phone number is maintained within the Facilities Database System.)</i>	(215) 661 - 0652
Logistics Phone:	The published telephone number (other than Drop Ship) for use by mailers or their agents to contact a facility for information concerning movement of mail, usually directing telephone traffic to the district network operations employee, processing center or	(215) 661 - 0652

	local facility employee tasked with scheduling the acceptance and movement of mail. (This phone number is maintained within Address Management Systems locale record maintenance.)	DOCKET NO. 15436 ITEM NO. 3 PAGE 36
Drop Ship Phone:	The published telephone number for use by mailers or their agents to contact a facility for the purposes of scheduling mail drop shipments, usually directing telephone traffic to the facility, processing center or district network operations employee tasked with scheduling the acceptance of locally Designating mail. (This phone number is maintained within Address Management Systems locale record maintenance.)	(610) 964 - 6414
Public Phone(Commercial/External):	The published telephone number for use by the general public to contact a facility. (This phone number is maintained within Address Management Systems locale record maintenance.)	(215) 661 - 0652
Fax Phone Number(Facsimile):	The published or unpublished telephone number for use by postal employees and vendors to fax documents directly to a facility. (This phone number is maintained within Address Management Systems locale record maintenance.)	(215) 699 - 6202

To report problems with AMS Phone data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

#### Additional Information

Data Field Name	Business Rules and Field Definitions	Current Value
CAG:	Cost Ascertainment Group.	C
Finance Number:	Facility Management System unique facility record identifier consisting of a finance number.	
FEDSTRIP Number:	Number used to identify where an order for parts, supplies, and equipment from the Material Distribution Center (MDC) will be shipped and what finance number will be charged.	Not Provided
Office Level:	Level of highest on-site manager-EAS.	21
SFA Unit Number:	4-character Standard Field Accounting System Code.	0854
DOS Id Number:	6-character Department of State Passport Facility ID Number. Maintained by HQ Passport Program Manager. Id is required for Passport Hours to be maintained on the facility.	Not Provided
Pay Location:	3-digit Pay Location code.	000
Time Zone:	Indicates the Time Zone in which the Facility is located.	US/Eastern
Daylight Savings Time Observed:	Indicates whether or not Daylight Savings Time is Observed.	Yes
Facility Comments:	General comments related to a specific facility.	US RT 202 TO WEST ON SUMNEYTOWN PK. GO 1 AND 1/4 MILES TO BEAVER ST. TURN RIGHT.

To report problems with CAG data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

#### Congressional Information

Data Field Name	Business Rules and Field Definitions	Current Value
Congressional District:	A territorial division of a state which is entitled to elect one member to the United States House of Representatives.	PA - 13
Facility Named by Legislation:	Has the Facility been assigned a legislative (dedicated) name?	No
Legislation Name:	Facility name assigned by Legislation.	Not Provided

To report problems with Congressional District data contact Address Management System (AMS) Coordinator (amssupport.ncsc@usps.gov)

#### Facility Indicator

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Data Field Name	Business Rules and Field Definitions	Current Value
ASF:	Auxiliary Service Facility - Performs NDC (Network Distribution Center) functions at a smaller P&DC.	Not Applicable
AADC:	Indicates whether or not a facility serves as an Automated Area Distribution Center (AADC).	Not Applicable
ADC:	Indicates whether or not a facility serves as an Area Distribution Center (ADC).	Not Applicable
DDC:	Delivery Distribution Center (DDC) is a customer services unit that processes mail for multiple ZIP Codes at an Associate Office and ZIP Codes for other nearby Associate Offices. The DDCs core function is to serve as an extension of a P&DC or P&DF. It may also act as a transportation hub for other post offices located within a close radius.	No
SCF Code:	Sectional Center Facility (SCF) Code is a three digit number associated with an SCF entry discount facility. Labeling List L005 contains that information.	Not Provided

To report problems with Facility Indicator data contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

**Delivery Types**

Data Field Name	Business Rules and Field Definitions	Current Value
City:	City has city delivery routes (s)	Yes
General:	Facility has general delivery.	Yes
Highway:	Deliveries made by Highway Contractors.	No
P.O. Box:	Facility has PO Box delivery.	Yes
Rural:	Facility has rural delivery route(s).	Yes

To report problems with Delivery Types contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

**ZIP Code Served by Carrier Routes**

ZIP Code:	Carrier Routes:
19454	B001 B002 B003 B004 B005 B006 B007 B008 B009 B010 B999 C000 C001 C002 C003 C004 C006 C007 C008 C009 C010 C011 C012 C014 C015 C016 G000 R001 R002 R003 R004 R005 R006 R007
19455	B001 R999

To report problems with Carrier Route data contact Address Management System (AMS) Coordinator ([amssupport.ncsc@usps.gov](mailto:amssupport.ncsc@usps.gov))

☐ By selecting this checkbox I am certifying that none of the above information has changed

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The Facility Information for this facility was last certified on **03/24/2010 11:57:28** by FDB user **Carl Zingle**.

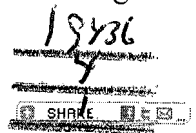


Login ID: KBYPC0

Restricted Information

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Arts & Culture  
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Homes For Sale - Real Estate  
Newcomer Information  
Newspapers, Radio & TV  
Parks & Recreation  
Pets & Hobbies  
Schools & Education  
Travel & Tourism

### Most Popular Resources

- View Local MLS Listings
- New Homes | Apartments | Hotels & Motels
- Gwynedd Directory of Business, Government & Social Services
- Gwynedd Employment Center  
List 10 Jobs | List ALL Jobs

Current Conditions: Forecasts, Radar &

Gwynedd, PA



10:00 AM EST FRI  
Fair  
28°F  
W6, SW1PH(6KT)

Warnings

PA Weather: Cities | Airports | ZIP Codes

### Real Estate Tools

View Local MLS Listings

MLS Listings in  
another ZIP Code

Get a Property &  
Neighborhood Report

Apartments in/near  
Gwynedd, PA

### Quick Job Search

Enter Keyword(s):

Enter a City:

Ambler

Select a State:

Pennsylvania

Select a Category:

All Job Categories

Search

Ads by Google

### Mapping Census Data

Achieve More with  
Census Data. Quick  
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Trial.  
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### Independent Senior Living

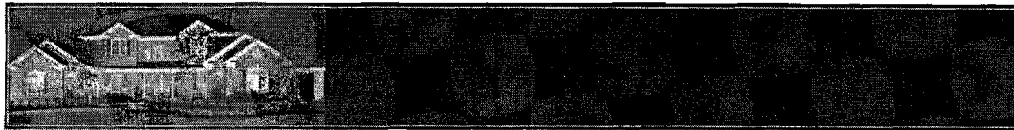
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Senior Living Near  
You. Our Free Service  
Makes It Easy  
www.SeniorsForLiving.com

### YELLOWPAGES.COM

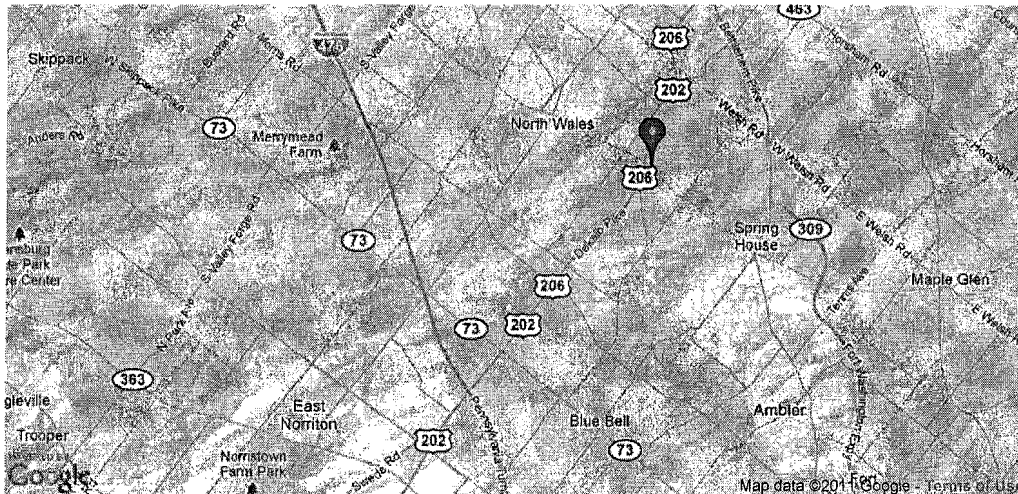
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### Gwynedd Maps, Facts & Features



BIG Map | Local Search | Distance & Driving Directions | Data Source - USGS GNIS FID: 1203736

Gwynedd is a community or populated place (Class Code U6) located in **Montgomery County** at latitude 40.202 and longitude -75.255 (**Gwynedd Panoramio Photos**). The elevation is 417 feet. Gwynedd appears on the **Lansdale** U.S. Geological Survey Map. **Montgomery County** is in the Eastern time zone (GMT -5). Observes DST? Yes. **Current Time** | **Ambler, PA ZIP Code Maps**

Montgomery County: **Maps** | **Cities & Towns** | **ZIP Codes** | **Features** (airports, churches, hospitals, etc.)

### Find People, Vital Records, Property & Neighborhood Reports

- Reports: Property & Neighborhood Reports
- People, Search by: Name | Address | Phone | Social Security # | Maiden Name | Public Records
- Instant Background Checks | Friend for Life? Who keeps calling? Predator/Criminal? Other?

### SEARCH GWYNEDD, PA VITAL RECORDS NOW!

First Name Last Name State  
Pennsylvania

Search

Select Record Type: ☒ Vital ☐ Birth ☐ Death ☐ Marriage ☐ Divorce ☐ Genealogy

[Top]

Gwynedd Local Resources

careerbuilder.com





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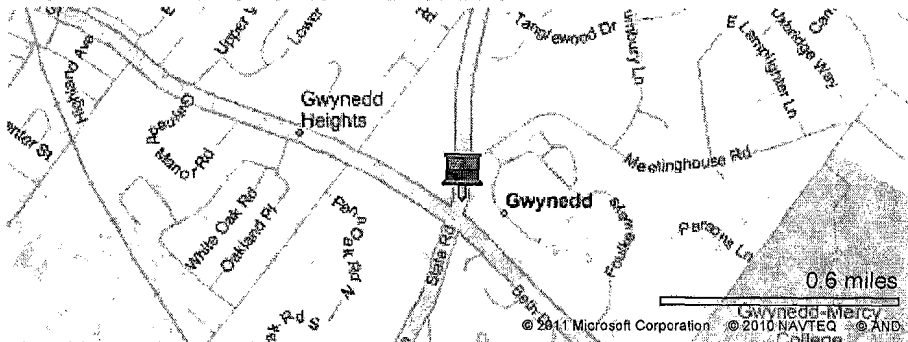
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# Post Office™ Locations

[PRINT](#) | [BACK](#)

## GWYNEDD Post Office™ Location



### Post Office™ Location - GWYNEDD

1200  
MEETINGHOUSE RD  
GWYNEDD, PA  
19436-9998  
(800) ASK-USPS  
(800) 275-8777  
(215) 661-0975

TTY Service  
(877) 889-2457  
for hearing impaired

### Business Hours

Mon-Fri  
8:00am-11:00am  
Sat-Sun  
closed

### Last Daily Collection

Mon-Fri  
4:00pm  
Sat  
12:00pm  
Sun  
closed

### Services

[PO Boxes Online](#)

Service hours may vary. Please  
check link for business hours.

## Post Office™ Locations near GWYNEDD, PA

[GWYNEDD VALLEY](#)  
[NORTH WALES](#)  
[MONTGOMERYVILLE](#)  
[SPRING HOUSE](#)  
[WEST POINT](#)

[LANSDALE](#)  
[AMBLER](#)  
[COLMAR](#)  
[WORCESTER](#)  
[HORSHAM](#)

## People and Business Search [Find people and businesses at WhitePages.com](#)

### People Search

Search for a person and  
perform a reverse lookup  
on phone numbers and  
addresses.

### Business Search

Search for a business by name or  
category nationwide.

### Reverse Phone Number

See who is calling you

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Yellow Pages, White Pages, also nearby

Google maps

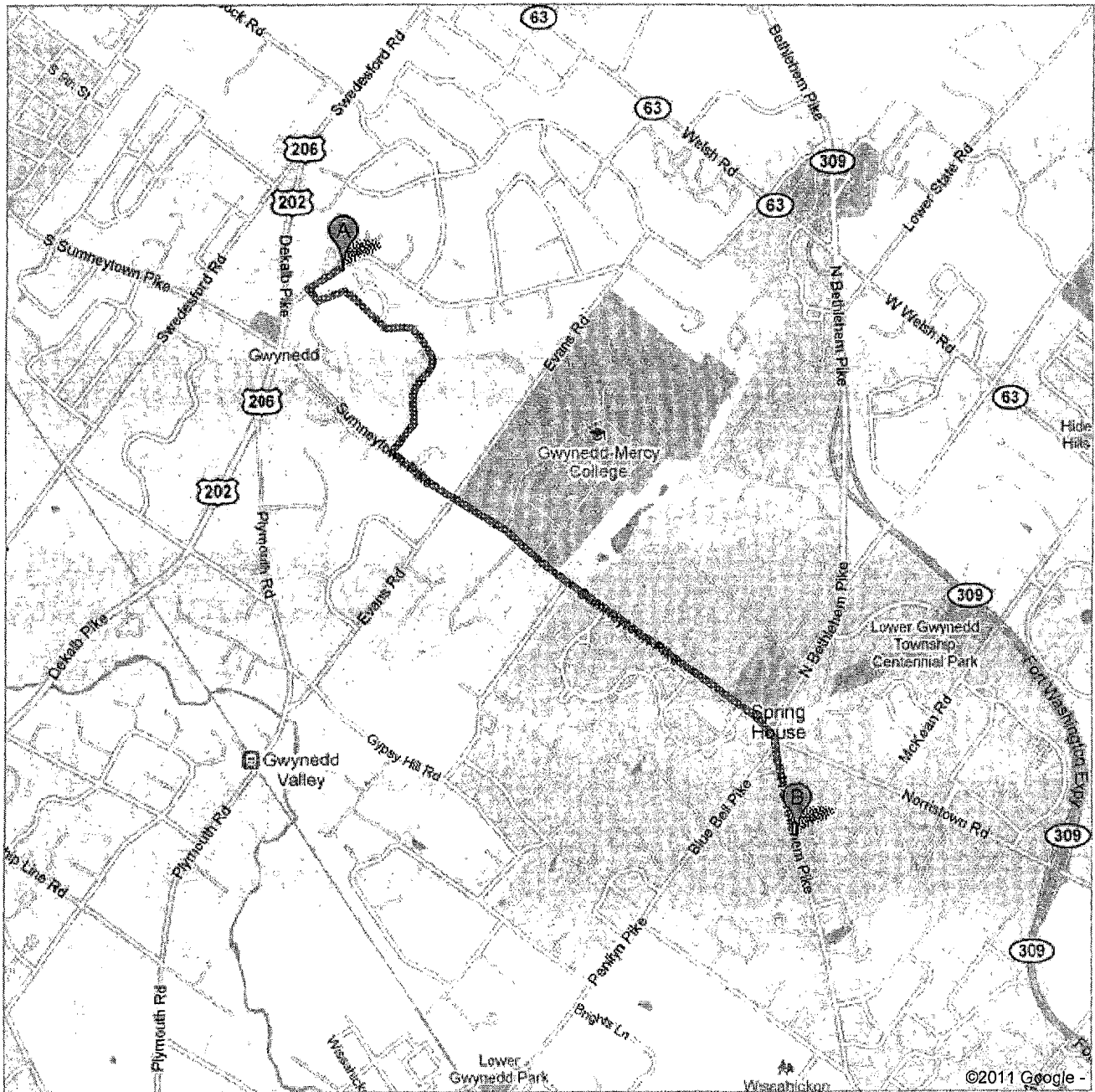
Directions to 905 N Bethlehem Pike, Spring House, PA 19002  
2.6 mi – about 7 mins

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**Save trees. Go green!**

Download Google Maps on your phone at [google.com/gmm](http://google.com/gmm)





1200 Meetinghouse Rd, Ambler, PA 19002

1. Head **southwest** on **Meetinghouse Rd** toward **Foulkeways**  
go 0.1 mi  
total 0.1 mi
2. Turn left at **Foulkeways**  
go 246 ft  
total 0.2 mi
3. Turn left to stay on **Foulkeways**  
About 2 mins  
go 0.7 mi  
total 0.9 mi
4. Turn left at **Sumneytown Pike**  
About 3 mins  
go 1.4 mi  
total 2.3 mi
5. Slight right at **N Bethlehem Pike**  
Destination will be on the right  
About 1 min  
go 0.3 mi  
total 2.6 mi



905 N Bethlehem Pike, Spring House, PA 19002

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2011 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.



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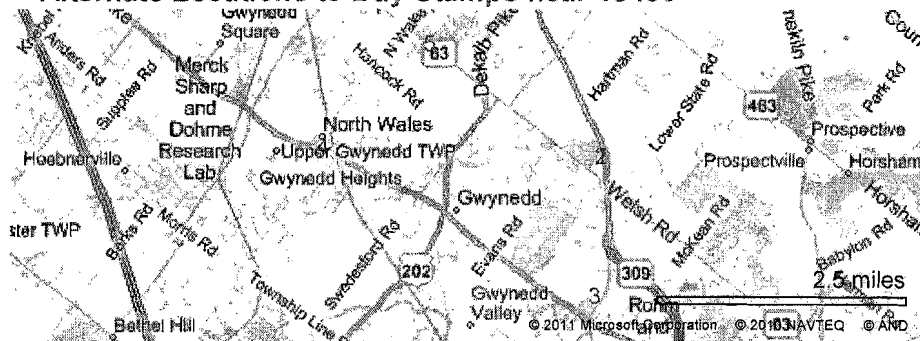
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# Alternate Locations to Buy Stamps

## Alternate Locations to Buy Stamps near 19436



- |  |               |   |
|--|---------------|---|
| <p>1 <b>WHOLE FOODS MARKET</b><br/>1210 BETHLEHEM PIKE<br/>NORTH WALES, PA<br/>19454-1323</p>                | <p>1.4 mi</p> | <p><a href="#">Directions</a><br/><a href="#">More info</a><br/><a href="#">Nearby Businesses</a></p> |
| <p>2 <b>STAPLES</b><br/>1210 BETHLEHEM PIKE<br/>NORTH WALES, PA<br/>19454-1323</p>                           | <p>1.4 mi</p> | <p><a href="#">Directions</a><br/><a href="#">More info</a><br/><a href="#">Nearby Businesses</a></p> |
| <p>3 <b>GENUARDI SUPERMARKETS INC</b><br/>1121 BETHLEHEM PIKE STE 50<br/>SPRING HOUSE, PA<br/>19477-1102</p> | <p>1.5 mi</p> | <p><a href="#">Directions</a><br/><a href="#">More info</a><br/><a href="#">Nearby Businesses</a></p> |
| <p>4 <b>GENUARDI SUPERMARKETS INC</b><br/>107 S MAIN ST<br/>NORTH WALES, PA<br/>19454-2832</p>               | <p>1.6 mi</p> | <p><a href="#">Directions</a><br/><a href="#">More info</a><br/><a href="#">Nearby Businesses</a></p> |
| <p>5 <b>MORE BANK</b><br/>1222 WELSH RD<br/>NORTH WALES, PA<br/>19454-2054</p>                               | <p>1.7 mi</p> | <p><a href="#">Directions</a><br/><a href="#">More info</a><br/><a href="#">Nearby Businesses</a></p> |

Post Office™ Locations near 19436



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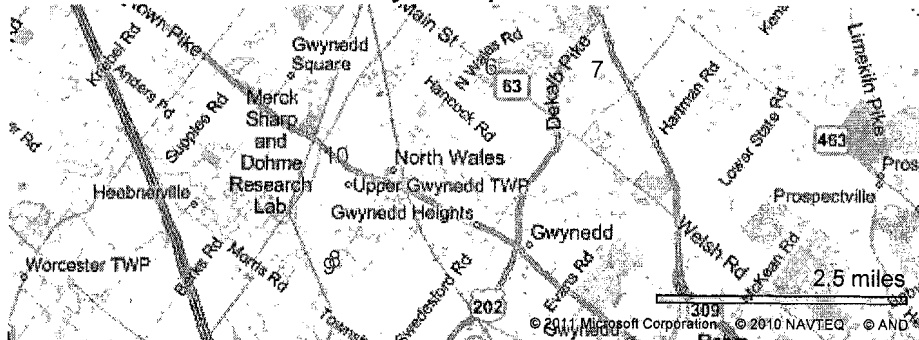


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# Alternate Locations to Buy Stamps

## Alternate Locations to Buy Stamps near 19436



- |    |  |        |  |
|----|--|--------|--|
| 6  | <b>REDNERS MARKET</b><br>1200 WELSH RD<br>NORTH WALES, PA<br>19454-3771    | 1.8 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 7  | <b>GIANT FOOD STORES</b><br>1201 KNAPP RD<br>NORTH WALES, PA<br>19454-1831 | 1.8 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 8  | <b>FOOD LION</b><br>630 N WALES RD<br>NORTH WALES, PA<br>19454-1723        | 2.1 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 9  | <b>WALGREENS</b><br>710 N WALES RD<br>NORTH WALES, PA<br>19454-1725        | 2.1 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 10 | <b>TD BANK</b><br>437 N SUMNEYTOWN PIKE<br>NORTH WALES, PA<br>19454-2506   | 2.2 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |

## Post Office™ Locations near 19436

### By City

GWYNEDD    GWYNEDD VALLEY    NORTH WALES    SPRING HOUSE    MONTGOMERYVILLE

### By ZIP Code



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# Alternate Locations to Buy Stamps

## Alternate Locations to Buy Stamps near 19436



- |    |   |        |  |
|----|---|--------|--|
| 11 | <b>TD BANK</b><br>918 BETHLEHEM<br>PIKE<br>MONTGOMERYVLE,<br>PA 18936-9603                            | 2.3 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 12 | <b>GENUARDI<br/>SUPERMARKETS<br/>INC</b><br>525 N SUMNEYTOWN<br>PIKE<br>NORTH WALES, PA<br>19454-4109 | 2.4 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 13 | <b>HARLEYSVILLE<br/>SAVINGS BANK</b><br>640 E MAIN ST<br>LANSDALE, PA<br>19446-2964                   | 2.5 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 14 | <b>WELLS FARGO<br/>BANK</b><br>786 SUMNEYTOWN<br>PIKE<br>LANSDALE, PA<br>19446-5302                   | 3.0 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |
| 15 | <b>SUPER FRESH</b><br>1301 SKIPPACK PIKE<br>CENTER SQUARE,<br>PA 19422-1254                           | 3.2 mi | <a href="#">Directions</a><br><a href="#">More info</a><br><a href="#">Nearby Businesses</a> |

## Post Office™ Locations near 19436

By City

# WTIL - North Wales & Spring House - FY 2009, 2010, & 2011

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Office	Retail Unit Unit Finance Number	Zip	Date	Wait Time	Total Stations	Stations Staffed	Lobby Assistant (Y/N)	Total Revenue and Non-Revenue Transactions	Stamps Only Visits	Alternate Access Eligible Visits	Mail Pickup Only Visits
NORTH WALES											
SPRING HOUSE											

BOOKING NO.  
12836

# Retail Customer Experience Wait Times

REPORT FILTER:

{{Retail Unit}} = NORTH WALES POST OFF:4161440854 or SPRING HOUSE BRANCH:4161440877) And {{Fiscal Year}} = FY 2011)

District	Retail Unit DESC	Retail Unit Unit Finance Number	LOC Code	Date
PHILADELPHIA METRO	NORTH WALES POST OFF		19454	Friday Feb 11, 2011
				Tuesday Jan 04, 2011
				Saturday Nov 20, 2010
				Wednesday Oct 27, 2010
	SPRING HOUSE BRANCH		19477	Wednesday Jan 05, 2011
				Friday Nov 19, 2010
				Wednesday Oct 27, 2010

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Retail Customer Experience Evaluation ID	Wait Time	Total Stations	Stations Staffed	Total Revenue and Non-Revenue Transactions
[REDACTED]				

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Stamps Only Visits Alternate Access Eligible Visits Mail Pickup Only Visits

# Retail Customer Experience Wait Times

REPORT FILTER:

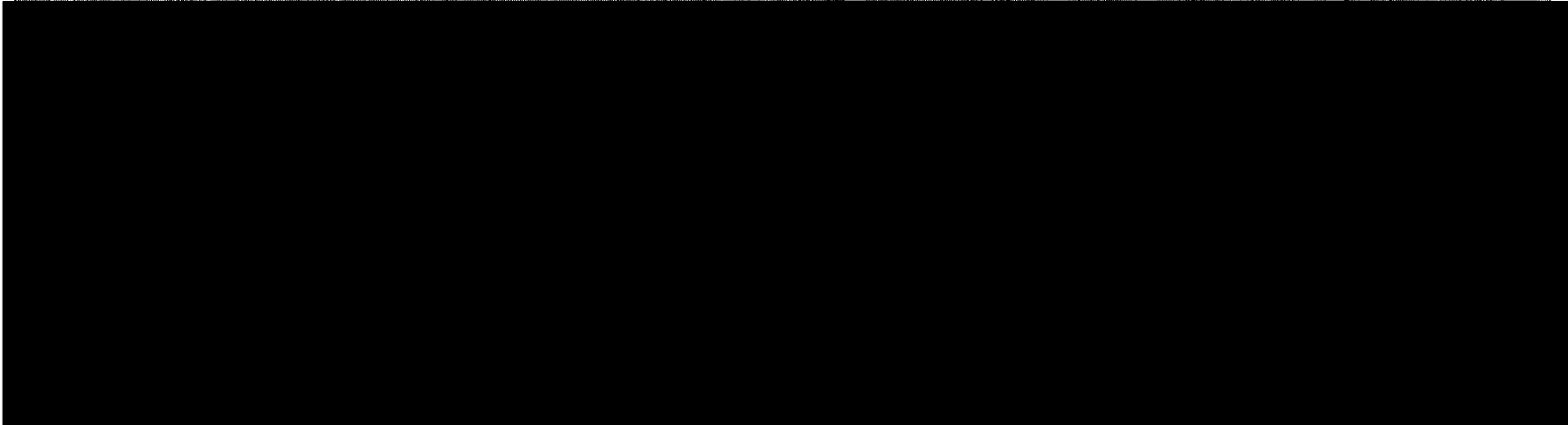
{{Retail Unit}} = NORTH WALES POST OFF:4161440854 or SPRING HOUSE BRANCH:4161440877) And ({{Fiscal Year}} = FY 2010)

District	Retail Unit DESC	Retail Unit Unit Finance Number	LOC Code	Date
PHILADELPHIA METRO	NORTH WALES POST OFF		19454	Thursday Aug 19, 2010
				Monday Jul 12, 2010
				Wednesday May 26, 2010
				Tuesday Apr 20, 2010
				Tuesday Feb 23, 2010
				Thursday Feb 04, 2010
				Wednesday Oct 21, 2009
	SPRING HOUSE BRANCH		19477	Monday Aug 23, 2010
				Monday Jul 12, 2010
				Thursday May 27, 2010
				Wednesday Apr 21, 2010
				Monday Feb 22, 2010
				Wednesday Feb 03, 2010
				Tuesday Oct 20, 2009

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Retail Customer Experience Evaluation ID	Wait Time	Total Stations	Stations Staffed	Total Revenue and Non-Revenue Transactions
---	-----------	----------------	------------------	---



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Stamps Only Visits	Alternate Access Eligible Visits	Mail Pickup Only Visits
<p>1. <b>Stamps Only Visits</b></p> <p>These visits are for individuals who are not eligible for alternate access and are not receiving mail pickup. They are typically for individuals who are not on the list of eligible individuals.</p> <p>2. <b>Alternate Access Eligible Visits</b></p> <p>These visits are for individuals who are eligible for alternate access but are not receiving mail pickup. They are typically for individuals who are on the list of eligible individuals but are not receiving mail pickup.</p> <p>3. <b>Mail Pickup Only Visits</b></p> <p>These visits are for individuals who are not eligible for alternate access and are not receiving mail pickup. They are typically for individuals who are not on the list of eligible individuals.</p>	<p>1. <b>Stamps Only Visits</b></p> <p>These visits are for individuals who are not eligible for alternate access and are not receiving mail pickup. They are typically for individuals who are not on the list of eligible individuals.</p> <p>2. <b>Alternate Access Eligible Visits</b></p> <p>These visits are for individuals who are eligible for alternate access but are not receiving mail pickup. They are typically for individuals who are on the list of eligible individuals but are not receiving mail pickup.</p> <p>3. <b>Mail Pickup Only Visits</b></p> <p>These visits are for individuals who are not eligible for alternate access and are not receiving mail pickup. They are typically for individuals who are not on the list of eligible individuals.</p>	<p>1. <b>Stamps Only Visits</b></p> <p>These visits are for individuals who are not eligible for alternate access and are not receiving mail pickup. They are typically for individuals who are not on the list of eligible individuals.</p> <p>2. <b>Alternate Access Eligible Visits</b></p> <p>These visits are for individuals who are eligible for alternate access but are not receiving mail pickup. They are typically for individuals who are on the list of eligible individuals but are not receiving mail pickup.</p> <p>3. <b>Mail Pickup Only Visits</b></p> <p>These visits are for individuals who are not eligible for alternate access and are not receiving mail pickup. They are typically for individuals who are not on the list of eligible individuals.</p>

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Enter a 5-Digit ZIP Code

Use this LookUp to:

- Find demographics information related to a 5-digit ZIP Code.
- Get population, race, age, family, housing, and more.

Could you benefit from targeted demographic data linked to the ZIP+4 level of an address?

Click here to learn more about our geocoding solutions.

## Year 2000 Demographics of ZIP Code 19436

GWYNEDD, Pennsylvania

Map of ZIP Code

## TOTAL POPULATION [1]

P001

Universe: Total population

P001

Total

497

## URBAN AND RURAL [6]

P002

Universe: Total population

P002

Total:

497

Urban:

497

Inside urbanized areas

497

Inside urban clusters

0

Rural

0

Not defined for this file

0

## RACE [8]

P007

Universe: Total population

P007

Total:

497

White alone

490

Black or African American alone

0

American Indian and Alaska Native alone

0

Asian alone

4

Native Hawaiian and Other Pacific Islander alone

0

Some other race alone

0

Two or more races

3

## HISPANIC OR LATINO BY RACE [17]

P008

Universe: Total population

P008

Total:

497

Not Hispanic or Latino:

497

White alone

490

Black or African American alone

0

American Indian and Alaska Native alone

0

Asian alone

4

Native Hawaiian and Other Pacific Islander alone

0

Some other race alone

0

Two or more races

3

Hispanic or Latino:

0

White alone

0

Black or African American alone

0

American Indian and Alaska Native alone

0

Asian alone

0

Native Hawaiian and Other Pacific Islander alone

0

Some other race alone

0

Two or more races

0

## SEX BY AGE [49]

P012

Universe: Total population

P012

Total:

497

Male:

148

Under 5 years

4

5 to 9 years	0	DOCKET NO. 19436
10 to 14 years	1	ITEM NO. 2
15 to 17 years	2	PAGE 6
18 and 19 years	2	ITEM NO. 2
20 years	0	DOCKET NO. 19436
21 years	1	
22 to 24 years	0	
25 to 29 years	1	
30 to 34 years	7	
35 to 39 years	5	
40 to 44 years	5	
45 to 49 years	4	
50 to 54 years	10	
55 to 59 years	1	
60 and 61 years	1	
62 to 64 years	3	
65 and 66 years	1	
67 to 69 years	3	
70 to 74 years	7	
75 to 79 years	26	
80 to 84 years	27	
85 years and over	28	
Female:	349	
Under 5 years	3	
5 to 9 years	5	
10 to 14 years	3	
15 to 17 years	5	
18 and 19 years	0	
20 years	0	
21 years	0	
22 to 24 years	1	
25 to 29 years	3	
30 to 34 years	5	
35 to 39 years	7	
40 to 44 years	7	
45 to 49 years	8	
50 to 54 years	6	
55 to 59 years	3	
60 and 61 years	3	
62 to 64 years	1	
65 and 66 years	2	
67 to 69 years	4	
70 to 74 years	16	
75 to 79 years	63	
80 to 84 years	73	
85 years and over	131	
MEDIAN AGE BY SEX [3]	P013	
Universe: Total population	P013	
Median age--	P013	
Both sexes	80.4	
Male	77.3	
Female	81.4	
HOUSEHOLDS [1]	P015	
Universe: Households	P015	
Total	295	
POPULATION IN HOUSEHOLDS [1]	P016	
Universe: Population in households	P016	
Total	441	
AVERAGE HOUSEHOLD SIZE [1]	P017	
Universe: Households	P017	
Average household size	1.49	
FAMILIES [1]	P031	
Universe: Families	P031	
Total	105	
POPULATION IN FAMILIES [1]	P032	
Universe: Population in families	P032	
Total	249	
AVERAGE FAMILY SIZE [1]	P033	



February 10, 2011

Memo to Record Growth

The Gwynedd Community is located in a Historic area of Gwynedd, consisting of a small number of businesses and churches. Most businesses have been established for a number of years, much of the land in the area has already been developed. According to the Zip Code Demographic report residential growth is only 0.76%. Services from the North Wales Main office and Springhouse Station will be adequate to meet customer service needs.

Thanks,

Michael R. Roberts  
Post Office Review Coordinator



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# ZIP CODE DEMOGRAPHIC REPORT

Results of ZIP Range Search: **19436** thru **19436**,  
sorted by **ZIP Code**.

Facility Planning 2010 Dataset

<u>Post Office Name</u>	<u>ZIP Code</u>	<u>Projected Annual Household Growth Rate</u>	<u>2010 Households</u>	<u>2015 Households</u>
Gwynedd, PA	19436	0.76%	339	352
For these ZIPs . . .		0.76%	339	352

## New ZIP Code Search

| [Home](#) | [USPS Blue](#) | [Assistance](#) |

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# ZIP CODE DEMOGRAPHIC REPORT

**Post Office Name:** Gwynedd, PA  
**ZIP Code:** 19436

<b>Total Population:</b>		<b>Total Households:</b>	
<b>2010</b>	555	<b>2010</b>	339
<b>2015</b>	573	<b>2015</b>	352

**Projected Annual Household Growth Rate:** 0.76%

Facility Planning 2010 Dataset

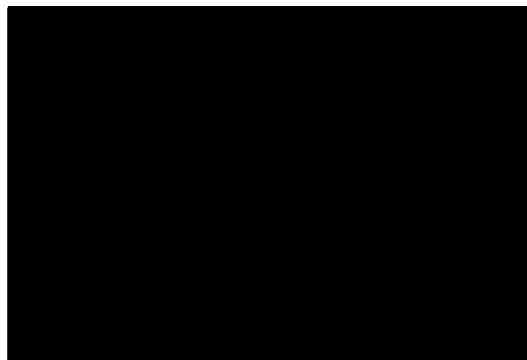
**New ZIP Code Search**

| [Home](#) | [USPS Blue](#) | [Assistance](#) |

2008 Total FY	
	Act Hrs LDC 45
	Walk-in Rev
U	Act Hrs LDC 43
N	Letters (feet)
I	Flats (feet)
T	Parcel Post (pcs)
	Act Hrs LDC 44
B	Letters (feet)
O	Flats (feet)
X	Parcel Post (pcs)
	Act Hrs LDC 47/48
	Act Hrs LDC 41/42
	Auto Letters (pcs)

2009 Total FY	
	Act Hrs LDC 45
	Walk-in Rev
U	Act Hrs LDC 43
N	Letters (feet)
I	Flats (feet)
T	Parcel Post (pcs)
	Act Hrs LDC 44
B	Letters (feet)
O	Flats (feet)
X	Parcel Post (pcs)
	Act Hrs LDC 47/48
	Act Hrs LDC 41/42
	Auto Letters (pcs)

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	Act Hrs LDC 44
B	Letters (feet)
O	Flats (feet)
X	Parcel Post (pcs)
	Act Hrs LDC 47/48
	Act Hrs LDC 41/42
	Auto Letters (pcs)



# Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
GWYNEDD BRANCH	Sept 2010

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Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						
	Retail Services						
	Passport Fees and Photo Services						
Operational Data	Customer Visits						
	WIR Customer Visits						
	Total						
	Transactions (Rev & Non-Rev)						
	Total Revenue Transactions						
	POS ONE Terminal Hours						

Business Days	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
Retail Productivity	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

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## Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						

	Retail Services	
	Passport Fees and Photo Services	
Operational Data	Customer Visits	
	WIR Customer Visits	
	Total Transactions (Rev & Non-Rev)	
	Total Revenue Transactions	
	POS ONE Terminal Hours	
Business Days	Business Days	
Retail Productivity	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

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# Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
GWYNEDD BRANCH	Sep 2009

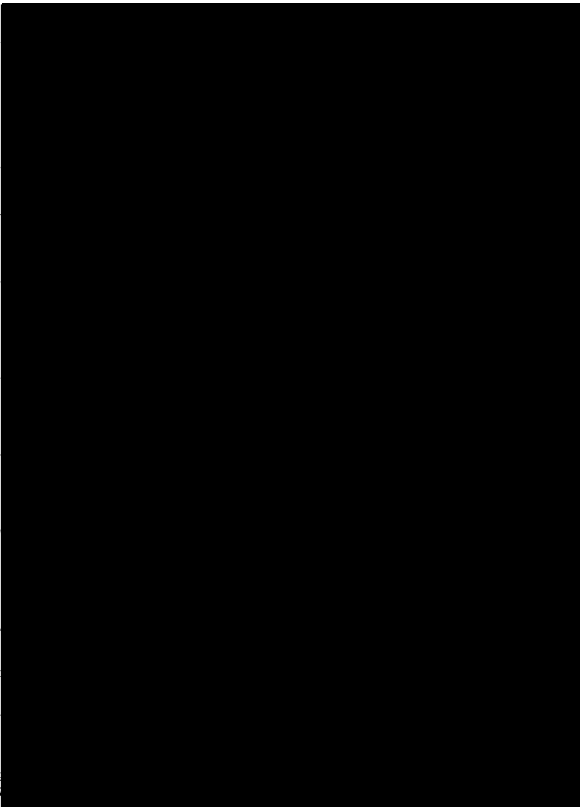
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Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						
	Retail Services						
	Passport Fees and Photo Services						
Operational Data	Customer Visits						
	WIR Customer Visits						
	Total Transactions (Rev & Non-Rev)						
	Total Revenue Transactions						
	POS ONE Terminal Hours						

Business Days	Business Days	



Operational Data	Retail Services	
	Passport Fees and Photo Services	
	Customer Visits	
	WIR Customer Visits	
	Total Transactions (Rev & Non-Rev)	
	Total Revenue Transactions	
Business Days	POS ONE Terminal Hours	
	Business Days	
Retail Productivity	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

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# Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
GWYNEDD BRANCH	Jan 2011

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Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						
	Retail Services						
	Passport Fees and Photo Services						
Operational Data	Customer Visits						
	WIR Customer Visits						
	Total Transactions (Rev & Non-Rev)						
	Total Revenue Transactions						
	POS ONE Terminal Hours						

Business Days	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
Retail Productivity	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

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## Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						

	Retail Services	
	Passport Fees and Photo Services	
Operational Data	Customer Visits	
	WIR Customer Visits	
	Total Transactions (Rev & Non-Rev)	
	Total Revenue Transactions	
	POS ONE Terminal Hours	
Business Days	Business Days	
Retail Productivity	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

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# Monthly - Yearly Retail Unit Comp Flash (POS ONE Retail Units Open Both Years)

Retail Unit	Month
SPRING HOUSE POST OFFICE	Jan 2011

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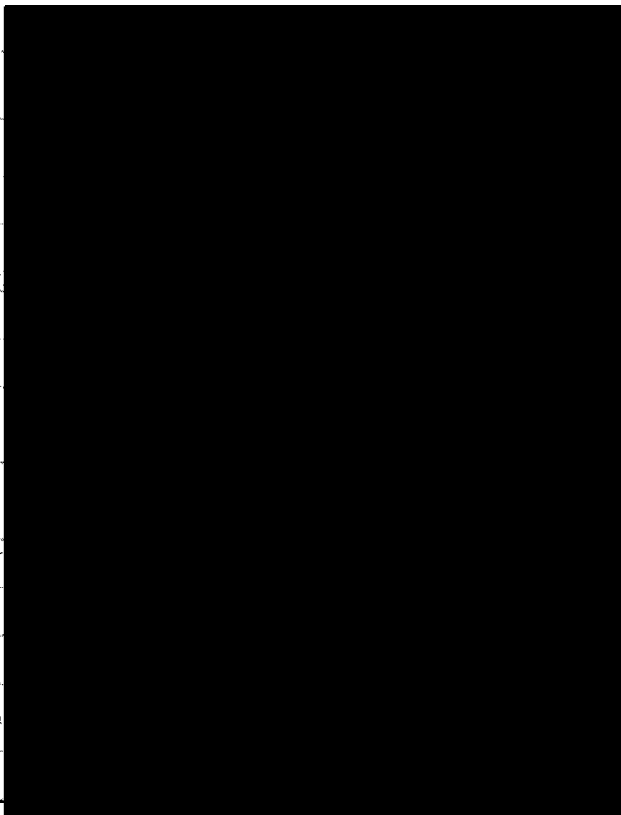
Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared To SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared To SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						
	Retail Services						
	Passport Fees and Photo Services						
Operational Data	Customer Visits						
	WIR Customer Visits						
	Total Transactions (Rev & Non-Rev)						
	Total Revenue Transactions						
	POS ONE Terminal Hours						

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Business Days	Business Days	
	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
Retail Productivity	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

**Monthly - Yearly Retail Unit Flash (All Reporting POS ONE Retail Units)**

Category	Attributes	Actual for Month	Actual for Month for SPLY	% Compared to SPLY	Actual for Year to Date	Actual for Year to Date for SPLY	% Compared to SPLY
Walk-In Rev (WIR)	Total						
	Express Mail Stamps						
	Priority Mail Stamps						
	All Other Stamps						
	Express Mail						
	Express Mail WIR Txn						
	Express Mail Full Postage Affixed and EMCA Txn						
	Priority Mail						
	Priority Mail WIR Txn						
	Priority Mail Full Postage Affixed Txn						
	First-Class						
	Parcel Post						
	Parcel Post WIR Txn						
	Parcel Post Postage Affixed Txn						
	Media Mail						
	Other Domestic (Library Mail, BPM, Orphan PVI)						
	International Mailing						
	Special Services						
	PO Box Revenue						
	Consumer Products Total						
	Branded & Promotional Products						
	Greeting Cards/Stationary Products						
	Mail-Related Products						
	Mail & Ship (ReadyPost) Products						
	Philatelic Products						

Operational Data	Retail Services	
	Passport Fees and Photo Services	
	Customer Visits	
	WIR Customer Visits	
	Total Transactions (Rev & Non-Rev)	
	Total Revenue Transactions	
Business Days	POS ONE Terminal Hours	
	Business Days	
Retail Productivity	WIR / POS ONE Terminal Hr	
	WIR / Customer Visits	
	WIR / WIR Customer Visits	
	% Expedited Txns	
	% Mailpieces Sold with Special Services	
	% PO Box Occupancy	

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## Survey of Incoming Mail

Survey of Incoming Mail  
(Record in Pieces)

Post Office Name and Zip+4

GWYNEDD 19436 - 9998

Dates Recorded

02/05/2011 through 02/18/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/05								
Sun - 02/06								
Mon - 02/07								
Tue - 02/08								
Wed - 02/09								
Thu - 02/10								
Fri - 02/11								
Sat - 02/12								
Sun - 02/13								
Mon - 02/14								
Tue - 02/15								
Wed - 02/16								
Thu - 02/17								
Fri - 02/18								
TOTALS								
Daily Average								

Signature of Person Making Count:

Printed Name:

Date:

## Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters		Manual Flats	
Automated Letters		Automated Flats	
Sequenced Letters		Sequenced Flats	

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.



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## Survey of Dispatched Mail

Survey of Dispatched Mail  
(Record in Pieces)

Post Office Name and Zip+4

GWYNEDD 19436 - 9998

Dates Recorded

02/05/2011 through 02/18/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/05								
Sun - 02/06								
Mon - 02/07								
Tue - 02/08								
Wed - 02/09								
Thu - 02/10								
Fri - 02/11								
Sat - 02/12								
Sun - 02/13								
Mon - 02/14								
Tue - 02/15								
Wed - 02/16								
Thu - 02/17								
Fri - 02/18								
TOTALS								
Daily Average								

Signature of Person Making Count: \_\_\_\_\_

Printed Name: \_\_\_\_\_

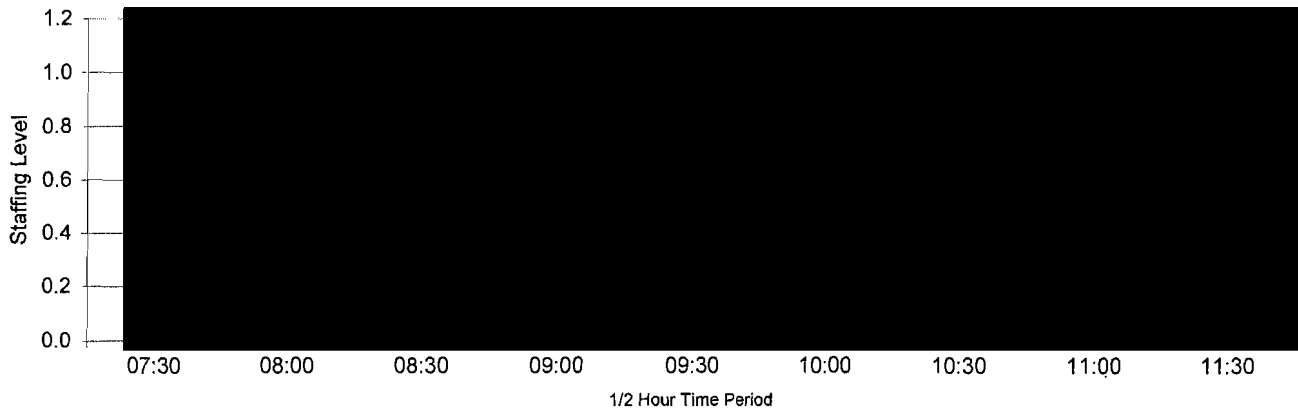
Date: \_\_\_\_\_

# WOS Earned - Actual Staffing Graph - Gwynedd- M-F - Oct 2010 & M

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## WOS Earned - Actual Staffing Graph The Actual Terminal Staffing is based on activity at the Front Office Counters and Passport terminals ONLY.



■ WOS Earned Staffing Per Day ■ Actual Terminal Staffing per Day

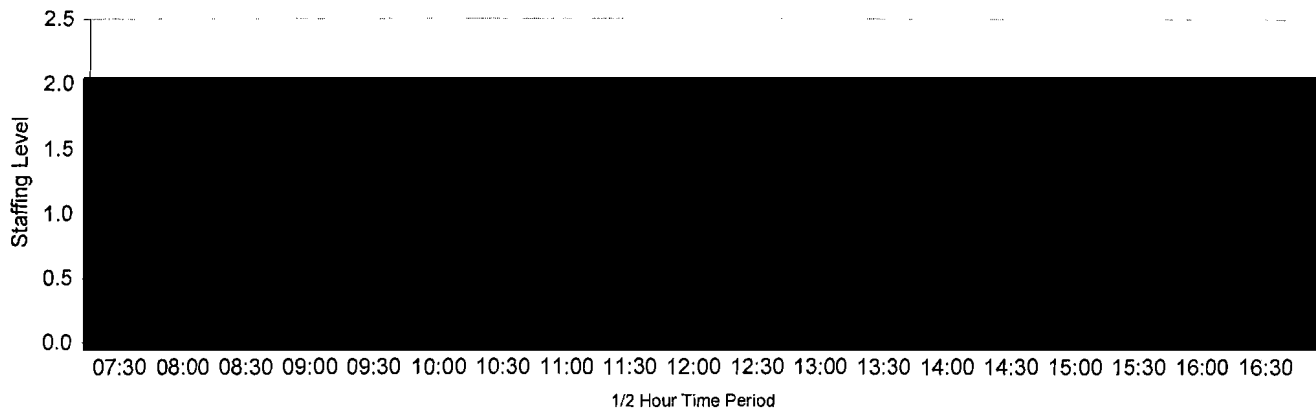
Hour of Day	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day
07:30		
8:00		
08:30		
09:00		
09:30		
10:00		
10:30		
11:00		
11:30		

# WOS Earned - Actual Staffing Graph - Spring House M-F - Oct 2010 & March 2010

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## WOS Earned - Actual Staffing Graph The Actual Terminal Staffing is based on activity at the Front Office Counters and Passport terminals ONLY.



■ WOS Earned Staffing Per Day ■ Actual Terminal Staffing per Day

1/2 Hour of Day	WOS Earned Staffing Per Day	Actual Terminal Staffing per Day
07:30		
08:00		
08:30		
09:00		
09:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
13:00		
13:30		
14:00		
14:30		
15:00		
15:30		
16:00		
16:30		

# Residential Board Overall

Fiscal Year: 2010 Report Period: FY2010 Level: National Zip3 or Zip5: 19436

## PHILADELPHIA

	METRO Top Two Box	ZIP3: 194 Top Two Box	ZIP5: 19436 Top Two Box	Very Likely	Most Likely	Somewhat Likely	Somewhat Unlikely	Most Unlikely	Very Unlikely	Number Resp.
Likely to recommend the USPS	79.9	82.9	50.0	0.0	50.0	50.0	0.0	0.0	0.0	2

	PHILADELPHIA METRO Top Two Box	ZIP3: 194 Top Two Box	ZIP5: 19436 Top Two Box	Very Satisfied	Mostly Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Mostly Dissatisfied	Very Dissatisfied	Number Resp.
Overall Experience	83.9	89.6	100.0	50.0	50.0	0.0	0.0	0.0	0.0	2
Experience with Receiving	88.7	91.2	100.0	100.0	0.0	0.0	0.0	0.0	0.0	3
Experience with Sending	88.0	91.1	100.0	66.7	33.3	0.0	0.0	0.0	0.0	3
Experience with most frequently visited PO	77.1	84.9	100.0	66.7	33.3	0.0	0.0	0.0	0.0	3
Experience with most recent contact with USPS	54.9	59.4	-	-	-	-	-	-	-	-

"-" (dash) indicates no data/insufficient data available.

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# Residential Voice Mail Detail Report

Fiscal Year: 2010 Report Period: FY2010 Level: National Area: EASTERN AREA Performance Cluster: PHILADELPHIA...TRO  
 Zip3: 194 Zip5: 19436 Sentiment Range: All Key Experience: All Key Experiences Sub Category: All

Rows 1 to 1

1 matching records.

ZIPCode

Comment

-

Provide access to P.O. Boxes for more hours (after 5:00 when people return from work).

February 16, 2011

"-" (dash) indicates no data/insufficient data available.

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MICHAEL ROBERTS  
PHILADELPHIA METROPOLITAN DISTRICT POST OFFICE REVIEW



February 15, 2011

Memo to Record  
Alternate Service Costs

Post office boxes at the Gwynedd Station will be relocated to the Springhouse Branch. There will be a one time cost associated with moving the PO Boxes to the alternate station, estimated at approximately [REDACTED] however annual costs to service the PO Boxes will not increase. The Springhouse Station had vacant PO Box space available to relocate the PO Boxes from the Gwynedd Station.

Additional carrier delivery costs for customers opting to receive delivery have not been determined at this time as it is not possible to determine the number of PO Box customers that will change to carrier delivery and also the number that were already receiving dual delivery.

Thanks,

Michael Roberts  
Post Office Review Coordinator

Highway Contract Route Cost Analysis Form

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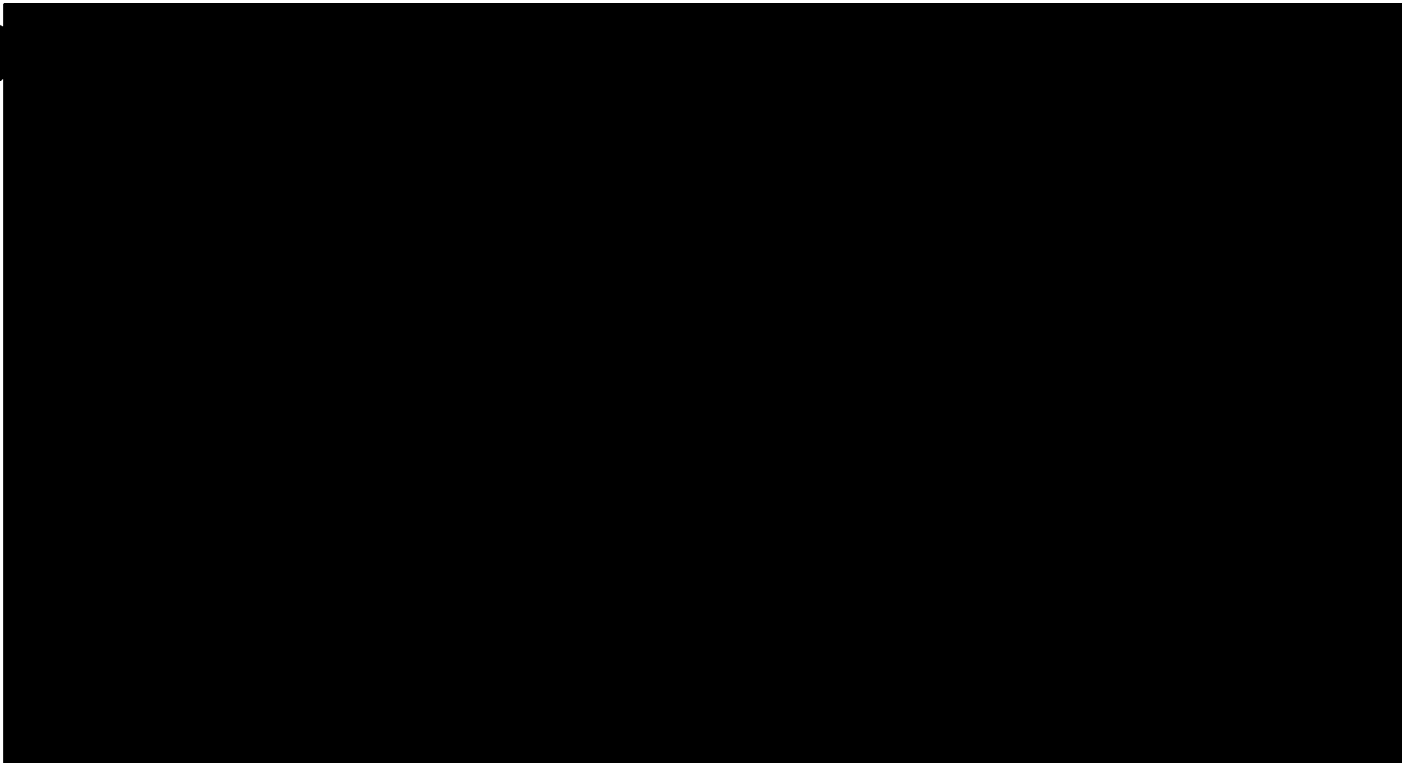
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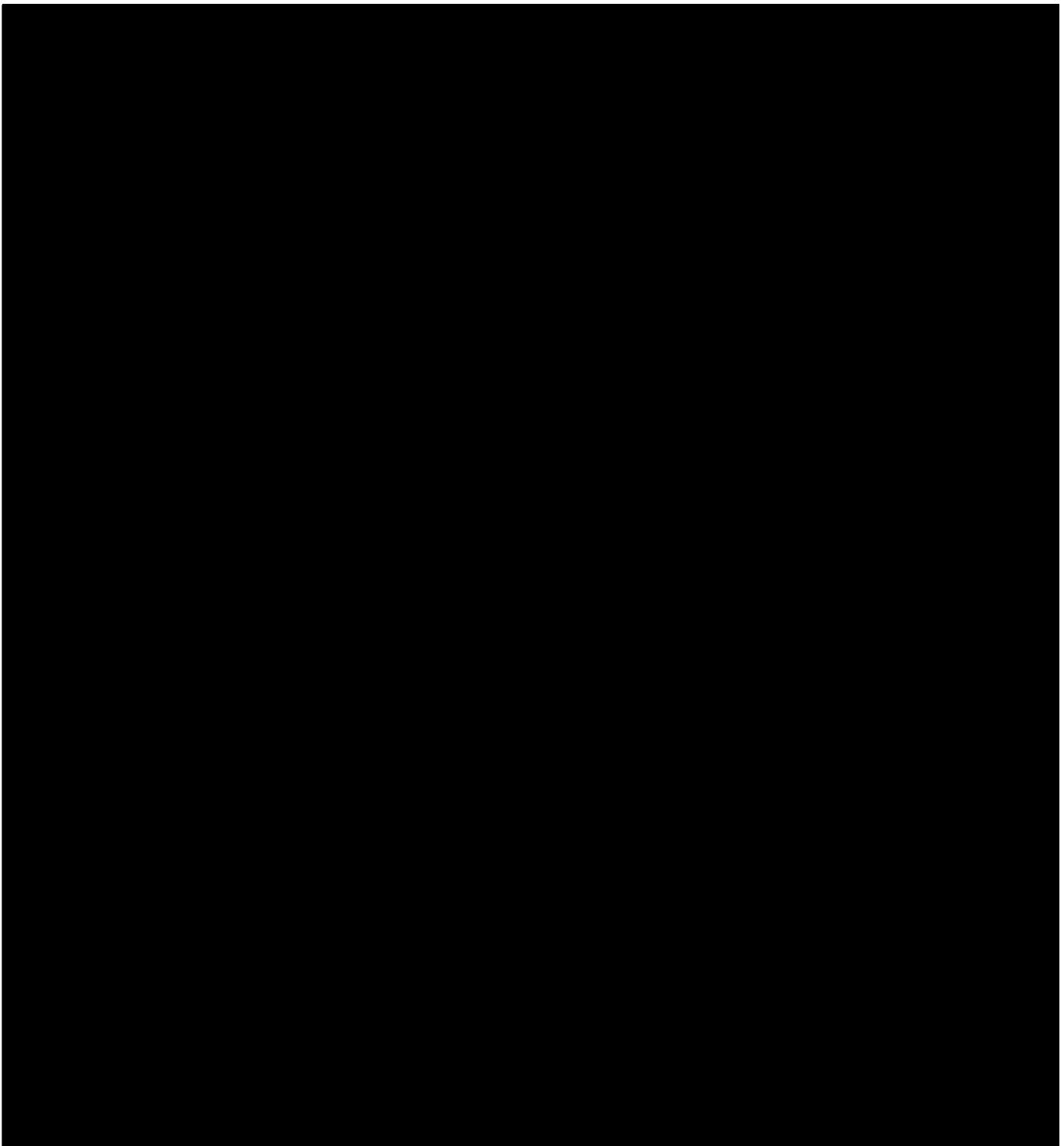
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Rural Route Cost Analysis Form







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February 11, 2011

The Honorable Allyson Y. Schwartz  
Member of Congress  
706 West Avenue  
Jenkintown, PA 19046-2710

Dear Representative Schwartz:

This is to notify you concerning the possible suspension of a postal station in your congressional district.

As you are aware, the Postal Service remains a unique federal agency in that it receives no funding from Congress to support its operations. Like so many businesses today, the Postal Service is experiencing significant financial challenges related to declining mail volumes and the lackluster economy. In order to sustain universal mail service to the American people, we are looking at all operations and making adjustments to control costs while maintaining a good level of service to our customers.

The Postal Service is presently reviewing all stations and branches to determine if regular and effective services can be provided by the stations' administrative office or a nearby office.

Listed below are the reasons that we may begin a study to consolidate a station or branch:

- Declining workload in mail volume and retail transactions
- Stations where we have lost a lease, or the lessor is requesting unjustifiable rental increases
- Stations that are in close proximity to other stations
- Stations where an economic savings can be received by offering alternate services

The Philadelphia Metropolitan District will only consider the consolidation of stations at offices where we can insure that our customers will have sufficient access to Postal Services. In the North Wales delivery area a study is being performed on the Gwynedd Branch.

The Gwynedd Branch is in the direct path of a road construction project on Route 202 that will result in the further restriction of customer traffic permanently. The closure of the entrance to the Gwynedd Branch is projected on 6/01/2011.

The Gwynedd Branch is located at 1200 Meetinghouse Rd. The Station is a finance station; it does not provide any city delivery services. It is located less than 1.80 miles from the North Wales Main Office and 1.90 miles from the Springhouse Branch. Gwynedd serves [REDACTED] Post Office Box Customers. There is an adequate amount of vacant PO Boxes at North Wales Main Office and the Springhouse Branch to serve the PO Box Customers. The PO Boxes from the Gwynedd Branch will be relocated to the Springhouse Branch. There will be no change in the name of Gwynedd or the ZIP-Code for the PO Box customers. There are ten stamps on consignment vendors located in the Gwynedd/Springhouse community.

The Gwynedd Station has experienced a declining workload. The alternate service recommended will meet customer needs and provide a more cost efficient form of service. Customers will have an opportunity to voice their opinion about the alternate service via a community meeting for each location and also through questionnaires that will be provided to each PO Box Customer. A final decision has not been made concerning the consolidation of these stations. Once the study is

completed, the information will be sent to Postal Service Headquarters for review, if they concur with the recommendation of the District, the station can be closed within 60 days.

City Delivery will provide mail delivery to the customers' business or residence. Furthermore, it should be noted that the Postal Service has developed a number of convenient offerings that can save our customers a trip to the Post Office. For example, customers can buy stamps online through our Web site at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-SHIP service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. Customers also can place their mail on hold and file a change-of-address order by calling 1-800-ASK-USPS or visiting [www.usps.com](http://www.usps.com).

Please accept my assurances that Philadelphia Metropolitan District postal officials will continue to monitor the level of service provided to our customers to ensure they continue to receive the high quality of service they expect and deserve.

Should you have additional questions or comments, please feel free to contact Regina Foster-Carter, Manager Consumer Affairs at the following number: 215-863-5360.

Sincerely,

  
James J. Gallagher  
District Manager

February 15, 2011

APWU Briefing on Station Consolidation

Gwynedd Pa. 19436:

The Station Consolidation was discussed Tuesday, February 15, 2011. Michael Kulikowski Philadelphia Labor Relations notified AJ Jones MPC-SEPA President of Local 2233 of the formal study for Gwynedd Pa. 19436. The following topics were discussed and reviewed:

1. The formal review process was discussed with the study of the consolidation of the Gwynedd Branch into the Springhouse Branch. There is a pending road construction project on Route 202 that will result in a further restriction of customer traffic permanently. The study will review the feasibility of the relocation of the [REDACTED] Gwynedd PO Boxes to the Springhouse station.

Michael R. Roberts  
Post Office Review Coordinator



February 18, 2011

Arthur Jones  
President APWU Local 2233  
1000 Germantown Pike Building K-2  
Plymouth Meeting PA 19462-2490

Dear Mr. Jones:

I am providing this letter in order to keep you informed of possible changes relative to postal facilities under the APWU Local 2233 jurisdiction, which are being considered for closure and/or consolidation.

The Postal Service is presently reviewing its stations and branches to determine if regular and effective services can be provided by the stations' administrative office or a nearby office.

In the North Wales delivery area a study is being performed on the Gwynedd Branch which is located at 1200 Meetinghouse Rd. This Station is a finance station; it does not provide any city delivery services. It is located less than 1.80 miles from the North Wales Main Office and 1.90 miles from the Springhouse Branch. Gwynedd services [redacted] PO Box customers. The Gwynedd Branch is in the direct path of a road construction project on Route 202 that will result in the further restriction of customer traffic permanently. The closure of the entrance to the Gwynedd Branch is projected on 6/01/2011.

A final decision has not been made concerning the consolidation of this station.

Like so many businesses today, the Postal Service is experiencing significant financial challenges related to declining mail volumes and the lackluster economy. In order to sustain universal mail service to the American people, we are looking at all operations and making adjustments to control costs while maintaining a good level of service to our customers.

The Philadelphia Metropolitan District will only consider the consolidation of stations at offices where we can insure that our customers will have sufficient access to Postal Services.

Should you have additional questions or comments, please feel free to contact Michael Kullikowski, Manager Labor Relations (Acting) at 215-895-8632.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Sheehan".

Joseph Sheehan  
Manager, Operations Programs Support

**Philadelphia Metro District**DOCKET NO.  
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7***directline*****March 2, 2011**

## **Possible change in service for Gwynedd Station customers**

The Postal Service ended Quarter 1 with a net loss of \$329 million dollars, compared to a net loss of \$297 million dollars for the same period in fiscal year 2010. To help ease the financial situation we find ourselves in, the Postal Service is considering consolidation of retail and delivery operations nationwide.

The Philadelphia Metro is currently reviewing operations and considering consolidation of the Gwynedd Station into the Springhouse Station. Along with the declining workload in mail volume and retail transactions at the Gwynedd Branch, the office is in the direct path of a road construction project that will result in a further restriction of customer traffic permanently.

Retail services, including Post Office Box rental, now provided at Gwynedd Station, would be relocated to the Springhouse Station.

A final decision to consolidate these stations has not yet been made. We value our customer's opinions and will provide a Community Meeting concerning this proposed change. The community meeting comments and concerns will become part of the official record and help the Postal Service determine the best means to offer alternate services for our Gwynedd Station customers in the event that the office is officially closed.

  
James J. Gallagher  
District Manager**PLEASE COPY AND POST ON ALL EMPLOYEE BULLETIN BOARDS.**

PUBLISHED BY PUBLIC AFFAIRS &amp; COMMUNICATIONS, PHILADELPHIA METRO DISTRICT

USPS EAGLE SYMBOL AND LOGOTYPE ARE TRADEMARKS OF THE UNITED STATES POSTAL SERVICE. ALL RIGHTS RESERVED.



FEBRUARY 15, 2011

Postmaster  
North Wales Main Office  
450 Beaver Street  
North Wales, PA 19454

SUBJECT: Gwynedd Station-Community Meeting

Enclosed are letters addressed to customers of the Gwynedd Classified Branch notifying them of a community meeting. Additional copies are also enclosed; these should be placed at the window and given to retail customers upon request. I have also enclosed a poster that should be posted at your retail windows and in the PO Box lobby.

For your information, the meeting will be held at the Lower Gwynedd Township Building located at 1130 Bethlehem Pike in Springhouse Pa. 19477, on Thursday March 3, 2011 from 6:00 PM to 7:00 PM.

Michael Roberts  
Post Office Review Coordinator  
3190 South 70th St.  
Philadelphia  
267-880-3918



February 15, 2011

Dear Postal Customer:

Changes in consumer preference and recession-related declines in mail volume have reduced U.S. Postal Service revenues. Operation of the Postal Service is paid for by postage and fees paid by our customers. The Postal Service receives no operational subsidy from taxes. Current economic conditions require that we review all postal operations for opportunities to streamline processes and provide service more efficiently.

As the postal manager responsible for all offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. As you are aware there is a construction project on Route 202 that will result in a further restriction of customer traffic permanently into the Gwynedd Branch. A review of the business activities of the Gwynedd Station/Branch revealed that the office workload has declined. This reduced workload and the fact that we have 10 other Post Offices and Stations/Branches located within a 5 mile radius suggests that the continuation of the Gwynedd classified station/branch may not be warranted.

Accordingly, we are considering consolidation of the Gwynedd Station, located at 1200 Meetinghouse Rd. If you are currently receiving letter carrier delivery, there will be no change to your delivery service. Any mail pickup of parcel and signature items will remain the same. Mail delivery service is administered by the North Wales Main Post Office.

If you are a post office box customer, you have the option of post office box delivery at Springhouse station, or you may receive carrier delivery at your residence. The Postal Service is considering relocating current post office boxes to the Springhouse Branch/Station located 1.90 miles from your current location. Full retail service hours at Springhouse are from 8:00 AM-4:30 PM, Monday through Friday and there are no retail hours on Saturday. The lobby is open 24 hours for customer convenience.

If a change to service is implemented, post office box customers will continue to use the name Gwynedd, PA 19436 in the last line of the mailing address. Post Office Box customers may be required to add 2,000 to their current Post Office Box number. The Postal Service operates to serve our customers. We value your opinions during this review process.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the Lower Gwynedd Township Building located at 1130 N. Bethlehem Pike Springhouse Pa. 19477 on March 3<sup>rd</sup>, 2011 from 6:00 PM to 7:00 PM to answer questions and provide information about our service.

If you have any questions, you may call Donna Saulino, Customer Relations Coordinator whose telephone number is 215-863-5009.

Thank you for your assistance.

Sincerely,

Carl Zingle  
Postmaster  
450 Beaver Street  
North Wales Pa. 19454

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YOU ARE INVITED TO ATTEND A

PUBLIC MEETING

THURSDAY, MARCH 3, 2011

6:00 – 7:00 PM

LOCATION:

LOWER GWYNEDD TOWNSHIP BUILDING

1130 N. BETHLEHEM PIKE

REPRESENTATIVES OF THE UNITED  
STATES POSTAL SERVICE WILL DISCUSS  
PLANS FOR THE  
GWYNEDD POST OFFICE.





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### Community Meeting Roster

USPS Representatives (Names and Titles):

Date: March 3, 2011

Michael Roberts-- Philadelphia District Post Office Review

Time: 6-7 p.m.

Donna Saulino--Philadelphia Customer Relations Coordinator

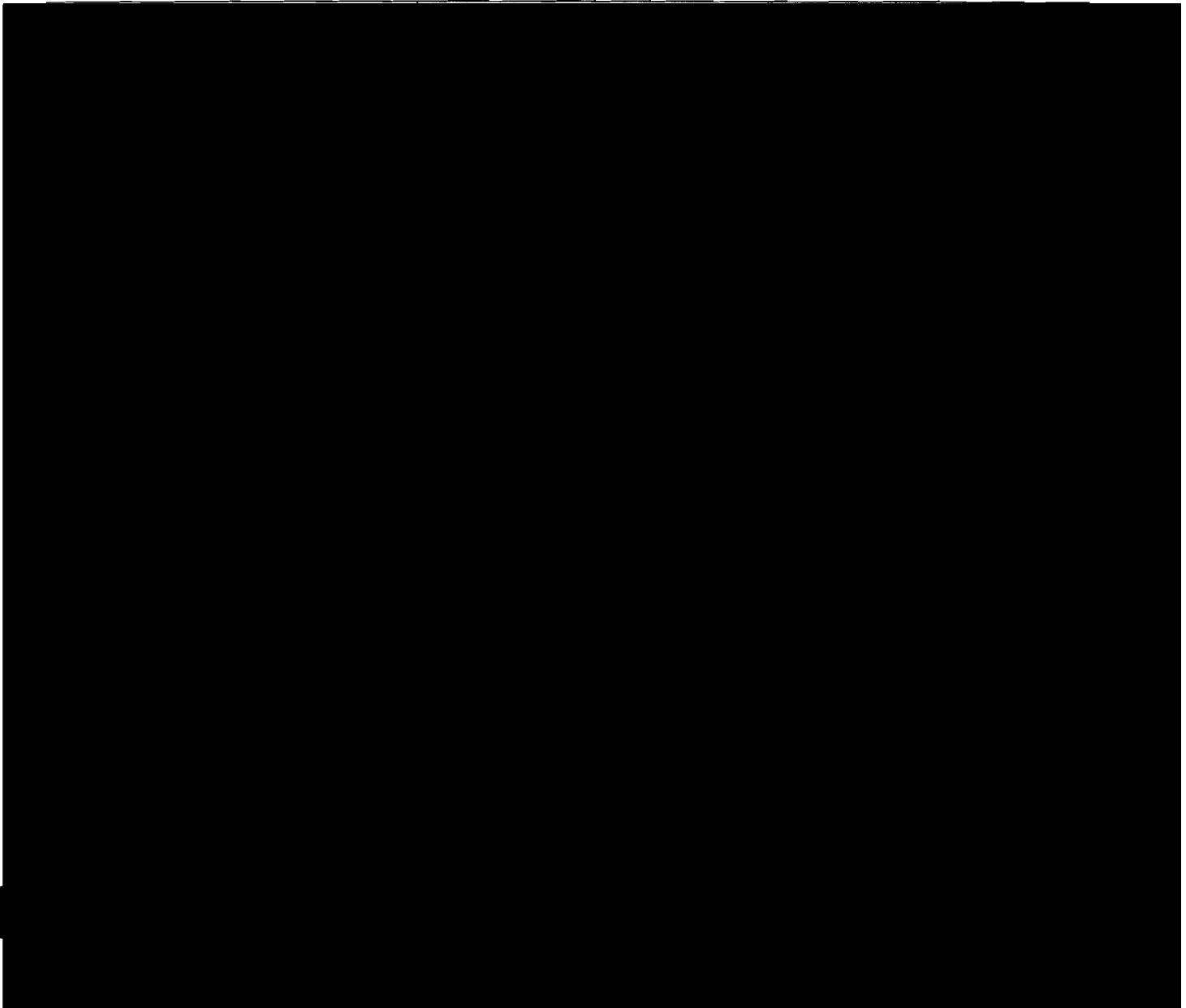
Carl Zingle--Postmaster North Wales

Total Number of Customers Present: \_\_\_\_\_ Place: Lower Gwynedd Township Building

This document may become a part of the official record that will be available for public viewing.

#### Names of Customers Present:

Name	Mailing Address (optional)	ZIP Code	Phone Number
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2**Community Meeting Roster**

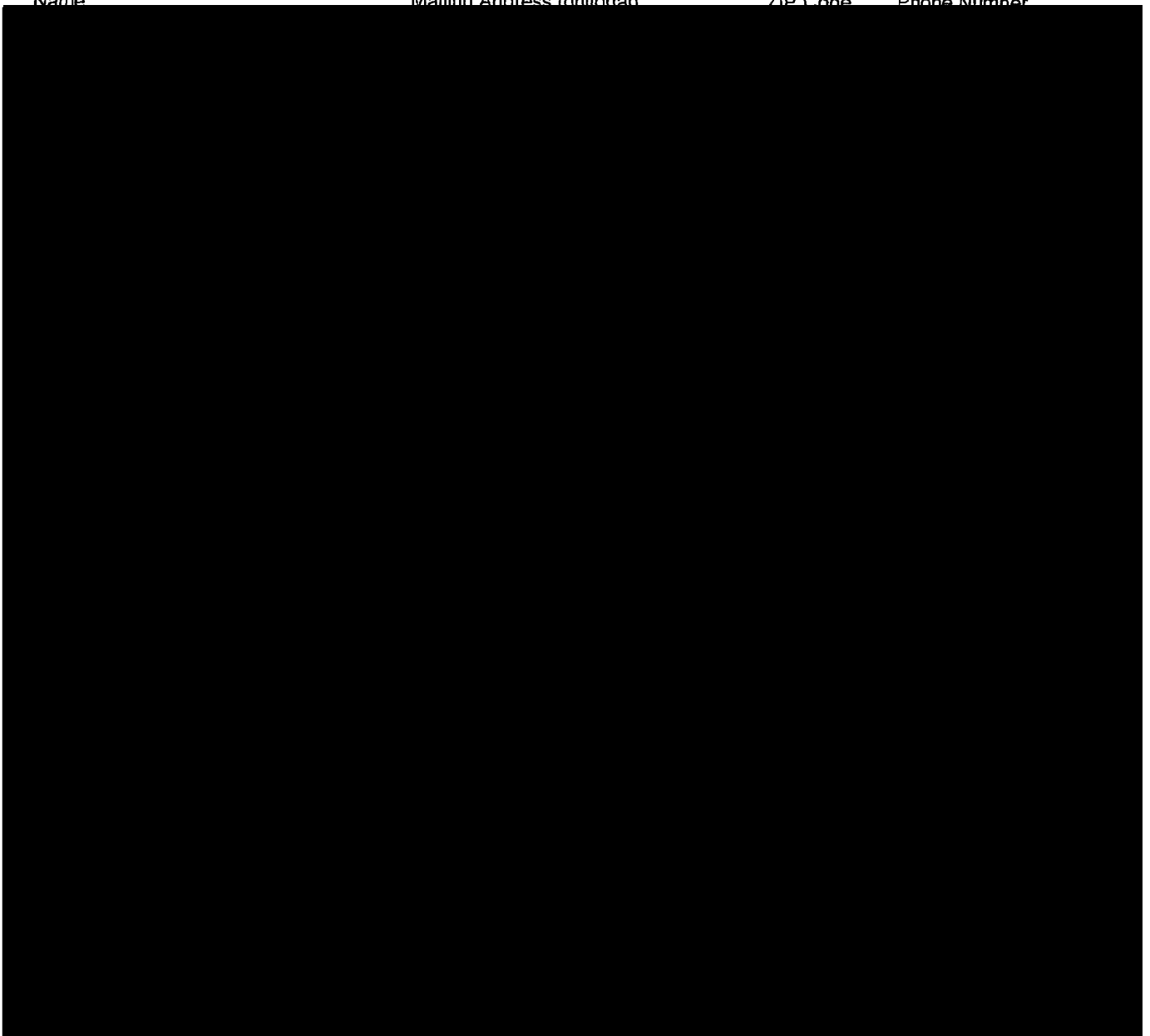
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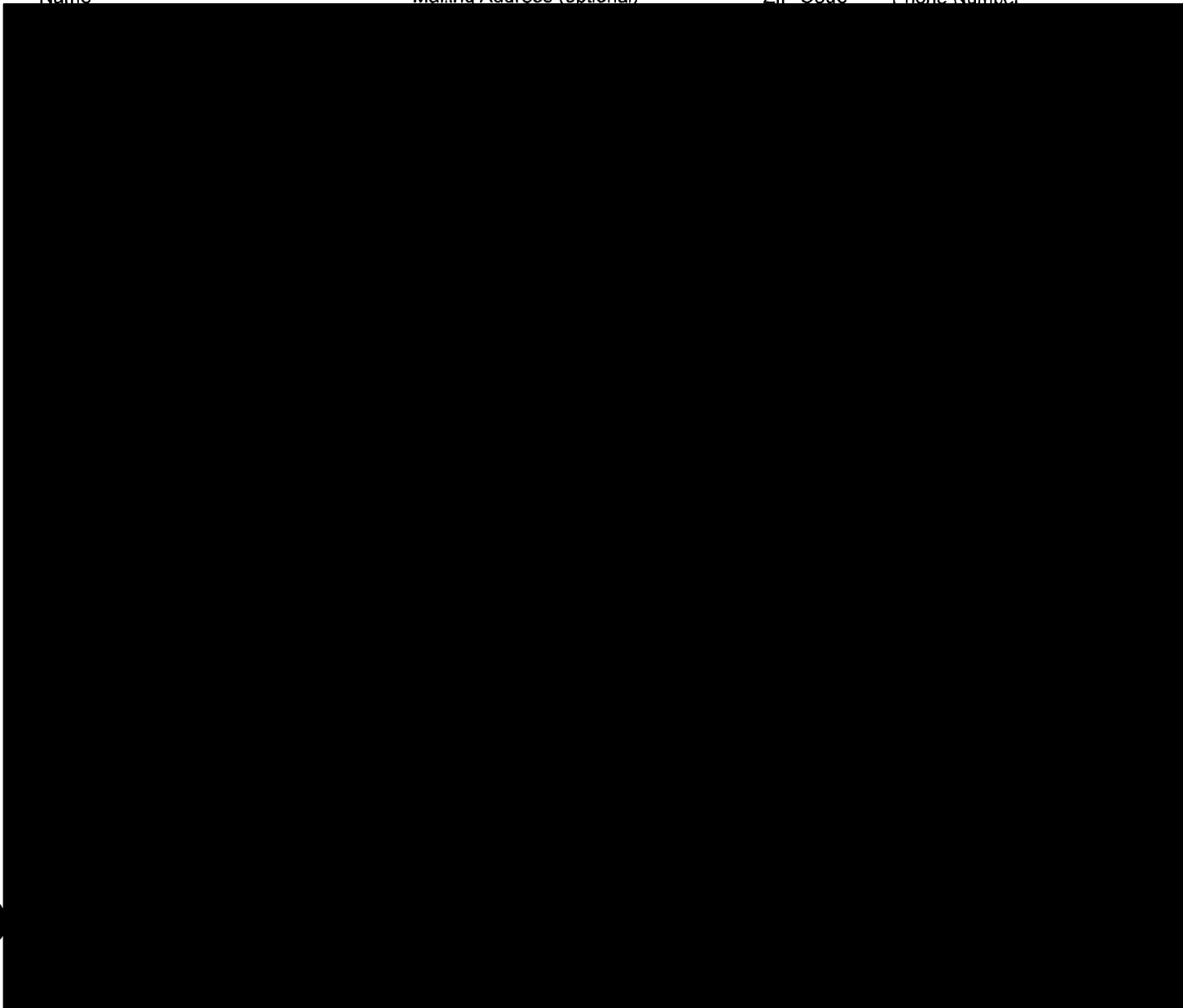
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### Community Meeting Roster

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Time: 6-7 p.m.

Donna Saulino—Philadelphia Customer Relations Coordinator

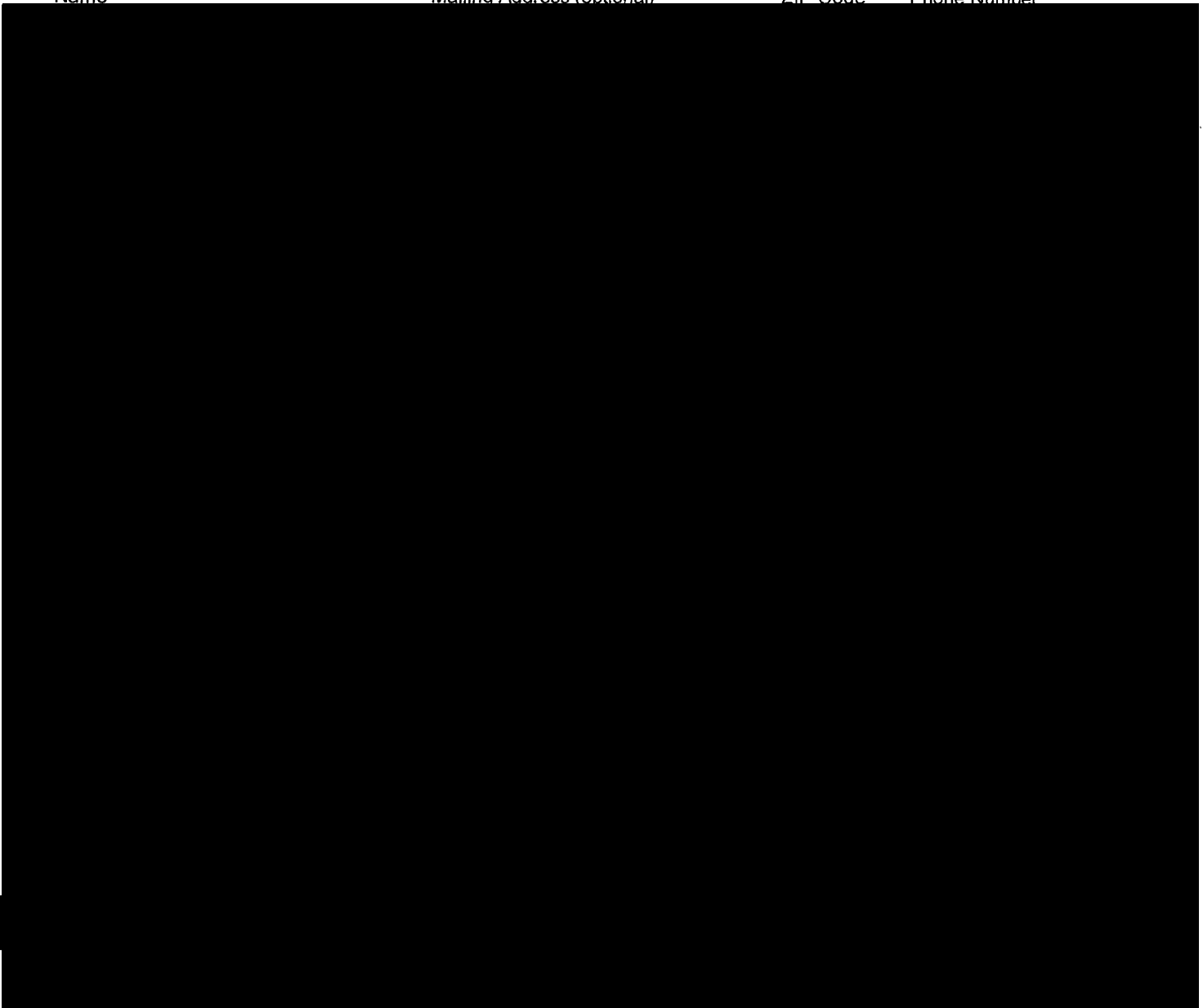
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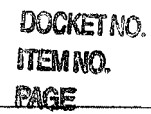
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#### Names of Customers Present:

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[illegible]

# **GWYNEDD OFFICE COMMUNITY MEETING**

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## **Introductions**

- Introductions, I am Michael Roberts; I am the Philadelphia District Post Office Review Coordinator.
- You may recognize Carl Zingle; he is the Postmaster of North Wales. Both Gwynedd and Springhouse are branches of the North Wales Main Post Office.
- Also attending is Donna Saulino who is the Customers Relations Coordinator for the Philadelphia District.

## **MEETING FORMAT**

Meeting goals

Postal Service Plan

History

Summary of the Post Office Change Regulations

Ground rules for the meeting

Open the floor for your comments

## **MEETING GOALS**

- TO INFORM GWYNEDD CUSTOMERS CONCERNING THE CONSOLIDATION/RELOCATION OF THE GWYNEDD BRANCH INTO THE SPRINGHOUSE BRANCH.
- TO INFORM CUSTOMERS CONCERNING POSSIBLE ADDRESS CHANGES- NO CHANGES INVOLVED
- TO ALLOW GWYNEDD CUSTOMERS AN OPPORTUNITY TO VOICE THEIR CONCERNS ABOUT THE POSSIBLE CLOSING OF THE GWYNEDD BRANCH
- TO INFORM CUSTOMERS ABOUT THE POST OFFICE CLOSING PROCESS

## **Postal Service Plan**

- PLANS ARE TO CONSOLIDATE SERVICES AT THE GWYNEDD BRANCH AND SPRINGHOUSE BRANCH
- TWO OFFICES UNDER ONE ROOF

## **History**

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As you are aware the United States Postal Service is investigating the possibility of closing the Gwynedd Classified Station/Branch. There is a construction project on route 202 that will result in a further restriction of customer traffic permanently. The Postal Service feels that regular and effective services can be provided by the North Wales carrier that serves the community or by services provided at the consolidated Gwynedd/Springhouse branch located 1.90 miles away.

**Customers presently receiving rural/city delivery will not experience a change in service. Gwynedd PO Box customers may need to add 2000 to their current PO Box number. Customers will continue to use Gwynedd Pa. 19436 as their last line address. Gwynedd PO Boxes will be available at the Springhouse Branch.**

## **Postal Service Goal**

*To provide equal retail and PO Box service to the Gwynedd Customers.*

The Springhouse Classified Station/Branch offers 24 hour PO Box service.

The Springhouse Classified Station/Branch offers retail hours from 8:00 AM to 4:30 PM Monday to Friday.

## **Summary of the Post Office Change Regulations**

Before a post office can be officially closed our field managers must collect extensive information. In particular, customer input is solicited via questionnaires, meetings and other methods to ensure that all issues are fully explored before any final decision is made. All final decisions are subject to review by the independent Postal Regulatory Commission. If the Gwynedd Branch is discontinued, the office name and Zip code will be retained for use in local mailing addresses to help preserve community identity. The concerns you provide will become part of the official record for consideration.

I will also be noting your comments in this meeting for the public record. I will gather all this information together and write an analysis and a recommendation. I will submit the analysis to the manager of post office operations concerning the results of the survey and other factors concerning the consolidation. If the Manager of post office operations directs me to continue the discontinuance process, I will write a proposal to close the Station/Branch, gather all the information into one record and send it to Postal Service Headquarters. They will review the record and determine if they concur with the consolidation. If they concur they will write a final determination to close the Gwynedd Classified Station.

I will now open the floor for questions. Before we do that I would like to go over some basic ground rules for a community meeting.

**Ground rules for the meeting:**

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Please raise your hand to be recognized

One person to speak at a time

Treat each other with dignity and respect

Please turn off your cell phone

I will be taking some notes during the meeting that will be included in the official record.

I will now open the floor for your comments.





## Community Meeting Analysis

### Postal Concerns

The following postal concerns were expressed:

1. **Concern:** Customers were concerned about having to travel to another post office for service.

**Response:** Customer expressed a concern about having to travel to receive postal services. The Postal Service has developed a number of convenient offerings that can save our customers a trip to the Post Office. In the Gwynedd area there are 10 stamps on consignment outlets; customers may purchase postage at these locations at Post Office prices. Customers can also buy stamps online through our Web site at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-Ship service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. Customers also can place their mail on hold by calling 1-800-ASK-USPS or visiting [www.usps.com](http://www.usps.com).

2. **Concern:** Customers were concerned about senior citizens.

**Response:** Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery to roadside mailboxes or to mail boxes attached to their homes. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the North Wales Station Manager at 215-661-0652 for more information.

3. **Concern:** Customer expressed a concern about how inconvenient it is to access the Springhouse Station.

**Response** Some customers may find that the Springhouse Station located at 905 Bethlehem Pike will be more convenient than the Gwynedd Station. The Springhouse facility also offers extended Window Service hours from 8:00 AM-4:30 PM Monday through Friday and is closed on Saturday, and a 24 hour Post Office Box lobby. The Postal Service has developed a number of convenient offerings that can save our customers a trip to the Post Office. In the Gwynedd/Springhouse area there are 10 stamps on consignment outlets; customers may purchase postage at these locations at Post Office prices. Customers can also buy stamps online through our Web site at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-Ship service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. Customers also can place their mail on hold by calling 1-800-ASK-USPS or visiting [www.usps.com](http://www.usps.com).

4. **Concern:** Customer expressed a concern about the parking at the Springhouse Station.

**Response:** There is parking for the customers in the front and back of the building. Handicap spaces are available for customers with disabilities.

5. **Concern:** Customers expressed concerns over having to change their PO Box addresses and change their preprinted stationery.

**Response:** In the event that the Gwynedd Station is officially closed, the PO Boxes will be moved to the springhouse Station located at 905 Bethlehem Pike Springhouse Pa. 19477. Gwynedd PO Box Customers may be required to add 2000 to their present PO Box address. An address change may be required. Customers will also continue to use Gwynedd PA 19436 as their last line delivery address.

6. **Concern:** Customer requested a PO Box refund and requested extended forwarding order service.

**Response:** Customers that elect to receive their mail at the Springhouse Station will not have to change their address, however if they decide to have their mail delivered by the city carrier route the Postal Service will forward mail for up to one year for free, yet there is a charge for any standard mail parcels that are forwarded. Customers may request a refund from the Gwynedd window clerk.

7. **Concern:** Customer expressed a concern about the closing of the Gwynedd Station; the family has had the PO Box since 1962.

**Response:** In the event the PO Boxes are moved to the Springhouse Station located at 905 Bethlehem Pike Springhouse Pa. 19477, Gwynedd PO Box Customers may be required to add 2000 to their present PO Box address. An address change may be required. Customers will also continue to use Gwynedd PA 19436 as their last line delivery address.

9. **Concern:** Customer expressed a concern about Gwynedd employees losing their jobs.

**Response:** Gwynedd employees will be reassigned to the North Wales Main Post Office.

**C. Nonpostal Concerns**

The following nonpostal concerns were expressed:

1. There were not any nonpostal concerns.



March 6, 2011

JAMES J. GALLAGHER  
PHILADELPHIA METROPOLITAN DISTRICT MANAGER  
3190 SOUTH 70TH ST  
PHILADELPHIA PA 19153

Subject: Review Gwynedd Classified Station for Discontinuance  
Analysis and Recommendation

The Philadelphia PA District has 69 locations in Montgomery County, including numerous small stations. Due to declining mail volume and retail transactions Headquarters has asked that we review all Stations and Branches for possible consolidation. Reasons for consolidating stations would include but it is not limited to the following:

1. Declining workload in mail volume and retail transactions
2. Stations where we have lost a lease, or the lessor is requesting unjustifiable rental increases
3. Stations that are in close proximity to other stations
4. Stations where an economic savings can be received by offering alternate service


Per your request we have completed a study concerning the possible discontinuance of the Gwynedd Station due to declining workload and mail volume. During the period from FY 2008 to FY 2010 revenue at the station fell by 42%, mail volume was down by 38%. This reduced workload, the road construction project that will result in further restriction of customer traffic permanently to the Gwynedd branch and the fact that we have 10 other classified units located within a 5 mile radius suggests that the maintenance of the Gwynedd classified station/branch may not be warranted.

Customers receiving letter carrier delivery will not experience any change to their service. Post office box customers will have the option of post office box delivery at the Springhouse station, or they may receive carrier delivery at their residence. The Gwynedd Station Post office boxes will be relocated to the Springhouse Station located 1.90 miles from the current location. Full retail service hours at Springhouse are from 8:00-4:30, Monday through Friday and there are no retail hours on Saturday. The lobby is open 24 hours for customer convenience.

If a change to service is implemented, post office box customers that choose to receive their mail at the Springhouse Station will continue to use the name Gwynedd, PA 19436 in their mailing address. They may be required to add 2000 to their current PO Box address.

Based on the fact that regular and effective service will be provided through city delivery service and retail service administered by the Springhouse classified station/branch located 1.90 miles away. I recommend that we complete a proposal to close the Gwynedd Station and forward to Postal Service Headquarters for review.

Thank You,

  
Carl Zingle  
Postmaster  
450 Beaver Street  
North Wales Pa. 19454



## Classified Station/Branch or Community Post Office Discontinuance Checklist

### Proposed Discontinuance Facility Information

District Name: Philadelphia Metropolitan

District Contact: Michael Roberts Telephone Number: 267-880-3918

Office Name Gwynedd Station

State: PA ZIP Code: 19436

County: Montgomery Congressional District: 13-A

Date office established 9/10/1966 EAS Postmaster Level EAS-21

Reason for Discontinuance (i.e., Operational Efficiencies, Reduced Workload, Proximity of Neighboring Retail Units):

1. Declining workload in mail volume and retail transactions
2. Close proximity to other stations
3. An economic savings can be received by offering alternate service
4. The branch is the direct path of a road construction project that will result in a further restriction of customer traffic permanently.

Is facility owned: NO If no, when does the lease or contract expire? Lease expires : 10/31/2013  
Postal Service can terminate lease with 30 day written notice.

Is there a termination clause? Yes. Day termination clause If no, What are lease termination plans?  
Possible closing date of June 1, 2011, will vacate the premises by July 1, 2011.

How many customers are affected:

Post office box customers:           

General Delivery:           

Rural Route:           

Highway Contract Route (HCR):           

City Route:           

Intermediate Rural:           

Intermediate HCR:           

Total number of customers:           

Window Service Hours: M-F 8:00 AM-11:00 AM. Sat Closed

Lobby Hours: M-F 7:15 AM-3:30 PM Sat 8:00 AM-12:00 PM

**Retail Customer Data :**What is the Post Office Box Fee Group for this location? 2How many Post Office Boxes are at this location?           How many Post Office Boxes are rented at this location?           What are the plans for the post office box customers? Relocated Boxes to Springhouse Branch located 1.90 miles away.Does the office have an APC (yes or no)? NoAverage WTIL (12-month data) Attached # of WTIL over 5 minutes 2  
Attached in recordCSM Trend Data (Last 4 quarter trends): Attached in record

WIR for the last three fiscal years were:

\$ <u>                    </u>	FY 10	<u>          </u>	<u>Revenue units FY 2010</u>
\$ <u>                    </u>	FY 09	<u>          </u>	<u>Revenue units FY 2009</u>
\$ <u>                    </u>	FY 08	<u>          </u>	<u>Revenue units FY 2008</u>

Total Operating Expenses for last 12-month data (ADM): not available, this is a substation of North Wales, the ADM report does not break out the Gwynedd Station separately.

Average Daily Retail Transactions

2009= \ 2010= Attached

Total Retail Transactions for current fiscal year and same period last year (RDM Flash):

Retail Transaction Trends for last three fiscal years (RDM FLASH):

FY 08 unknown FY 09= FY 10=                     

Total Customer Visits for current fiscal year and same period last year (RDM Flash):

FY 09=            FY 10=           

Attach Map that illustrates the number of retail units within 10 miles, including alternate access sites.

Use Retail Optimization Access Management (ROAM) system. Must include the following: USPS locations with labels, CPU, APC and SOC locations and competitor locations

**Bulk Mail Customers**Does the office have a Bulk Mail Acceptance Unit? NOIf Yes, what provisions will be made for the Bulk Mail Acceptance Unit?                                     Does the office have a DDU drop? (yes/no) NOIf Yes, what provisions will be made for drop shipment customers?                                     How many permit customers and what provisions will be made for them? Zero



### Other Customer Information

# of schools, religious institutions, organizations and businesses in service area: Small number of businesses schools and religious institutions

Are there handicapped customers that require special provisions? No

If yes, what accommodations will be made for them if the office is consolidated?

All local stations are ADA accessible and can provide the same services as the Gwynedd Station

### Community Input

Community meeting: Date: March 3, 2011 Number of customers attended: 64

Questionnaire: Date: N/A Number returned: \_\_\_\_\_

# Favorable

# Unfavorable:

#No opinion:

Public Notice (local newspaper) Date (if applicable): See record- article printed date in the name of paper

### Employee Data:

How many career employees will be affected? # Clerk positions—One ( 1 )

If yes, please include # by craft and position. Clerk

What provisions will be made for impacted employees? Please include explanation by craft and position. Will be reassigned to the North Wales Main Post Office and maintain bidding rights and privileges.

### Total Annual Cost Savings

Employee Salaries, (minimum)\*: \$48088.00

Salaries X Fringe Benefits 33.5% : \$16109.00

Lease/Rental Costs: \$4980.00

Utilities           

Total Expenses           

\*If position(s) are being eliminated include minimum salary of grade level(s) and fringe benefits.



## Alternate Service Cost Analysis:

Alternate Service to be provided: Carrier delivery, PO Box Service at another facility  
 Alternate Service to be provided: Unable to presently forecast the actual alternate service costs due to unknown number of customers that may begin city delivery, and possibility that many customers will go to alternate locations rather than follow the PO Box service to Springhouse. If this is the case the costs would be minimal, as the workload would be consolidated with other stations.

Cost of proposed alternate service (i.e.,  
 transportation, extension of routes, etc) 0.00

Total Annual Savings: [REDACTED]  
 One-time cost (i.e. CBU or bldg  
 modifications): [REDACTED] For FMO to move po boxes

## Administrative Office (Gaining Facility Information) Springhouse Station Administrative Office is North Wales

Name, State & ZIP North Wales Main Office 19454 EAS level 21 Miles away: 1.80

Window Service Hours: M-F 8:00-4:30 Sat 9:00-11:00

Lobby Hours: M-F 4:00 AM -5:30 PM Sat 4:00 AM -3:30 PM

What is the Post Office Box Fee Group for this location? 3

How many Post Office Boxes are at this location? [REDACTED]

How many Post Office Boxes are rented at this location? [REDACTED]

How many Post Office Boxes are available to rent? [REDACTED]

Does the office have an APC? NO

Is there sufficient customer and employee parking? Yes  
 If not, please explain what provisions will be made for customers and/or employees?

Average WTIL (12 month data): ----- # of Retail Workstations: 3

Attached WTIL report

CSM Trend Data (Last 4 quarter trends): attached

Estimated Window Staffing if Proposal is Implemented (impacted office & gaining office). Use Earned/Actual Staffing Graph for Oct/Mar of most current fiscal year (attach documentation)

Gwynedd Station is a retail/box section facility. It sits between 4 other retail locations – Springhouse Station is 1.90 miles away, North Wales Main office is 1.80 miles, Gwynedd Valley is 1.10 miles and Montgomeryville is 2.10 miles away. The retail traffic at Gwynedd would likely be split between all of these alternate locations. According to the WOS Earned – Actual graph, the closest retail location of, Gwynedd Valley could absorb some of Gwynedd Station's earned retail workload with their current staffing. Gwynedd Valley would monitor their staffing during the time frame between 11:30 AM and 4:30 PM to make sure they are adequately covered. No additional changes are expected to be needed to absorb the retail workload. The Springhouse Station will be able to absorb the box section and additional retail workload.

Does facility have physical capacity for both retail and delivery to absorb workload? Include narrative to explain proposed changes. The Springhouse facility can meet Gwynedd Stations customer needs with minor alterations to absorb the relocated PO Boxes. The number of retail counters available and the number of vacant po boxes available will make this a seamless transition.

**Nearest Post Office, Station, Branch or CPU** (if different from above):Name, State & ZIP Springhouse EAS level 0 Miles away: 1.90Window Service Hours: M-F 8:00 AM-4:30 PM Sat closedLobby Hours: M-F 24 hour lobby Sat 24 hour lobbyNumber of PO Boxes Available     Prepared By: Michael RobertsTitle: Post Office Review  
CoordinatorSignature: Michael RobertsDate March 5, 2011Telephone Number 267-880-3918(Remember to include your area  
code)



PROPOSAL TO CLOSE  
THE  
GWYNEDD CLASSIFIED STATION  
AND PROVIDE SERVICE THROUGH THE  
SPRINGHOUSE CLASSIFIED STATION

DOCKET NUMBER 19436

## RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Gwynedd Classified Station and provide delivery through the North Wales Classified Station, located 1.80 miles away. Post office boxes from the Gwynedd Station will be relocated to the Springhouse Classified Station, located 1.90 miles away. Customers will also have the option of city delivery carrier service.

A classified branch is operated by career postal employees and provides the same services as an independent post office.

A workload analysis conducted in February of 2011 indicated that customer usage and the workload at the Gwynedd Classified Station have declined. This decline and the fact that there are two other stations within 1.9 miles of the Gwynedd Station indicate that maintaining the Station may not be warranted. There is construction project on Route 202 that will result in a further restriction of customer traffic permanently. The highway will have an increase in lanes that will remove the access from Route 202 into Meetinghouse Rd. The Gwynedd Branch is located on the corner of Route 202 and Meetinghouse Rd. A maximum degree of regular and effective service will be provided at the Springhouse Classified Station.

The Gwynedd Classified Station, a branch of North Wales an EAS- 21 level provides service fifteen (15) hours a week from 8:00-11:00, Monday through Friday and is closed on Saturday to 141 Post Office Box customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered, Certified, Insured, Delivery Confirmation, Signature Confirmation, COD, and Express Mail; and the acceptance and dispatch of mail.

There were no permit mailers or postage meter customers.

When this proposal is implemented, retail services will be available at the Springhouse Classified Station. Window service hours are from 8:00 AM to 4:30 PM, Monday through Friday. There are no retail hours on Saturday. There are Post Office boxes available. The Springhouse Station provides 24 hour post office box access.

On March 3, 2011, a community meeting was held in the Lower Gwynedd Township Building for customers of the Gwynedd Station.

The following postal concerns were expressed at the community meeting:

1. **Concern:** Customers were concerned about having to travel to another post office for service.

**Response:** Customer expressed a concern about having to travel to receive postal services. The Postal Service has developed a number of convenient offerings that can save our customers a trip to the Post Office. In the Gwynedd area there are 10 stamps on consignment outlets; customers may purchase postage at these locations at Post Office prices. Customers can also buy stamps online through our Web site at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-Ship service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. Customers also can place their mail on hold by calling 1-800-ASK-USPS or visiting [www.usps.com](http://www.usps.com).

2. **Concern:** Customers were concerned about senior citizens.

**Response:** Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery to roadside mailboxes or to mail boxes attached to their homes. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the North Wales Station Manager at 215-661-0652 for more information.

**Concern:** Customer expressed a concern about how inconvenient it is to access the Springhouse Station.

**Response** Some customers may find that the Springhouse Station located at 905 Bethlehem Pike will be more convenient than the Gwynedd Station. The Springhouse facility also offers extended Window Service hours from 8:00 AM-4:30 PM Monday through Friday and is closed on Saturday, and a 24 hour Post Office Box lobby. The

Postal Service has developed a number of convenient offerings that can save our customers a trip to the Post Office. In the Gwynedd area there are 7 stamps on consignment outlets; customers may purchase postage at these locations at Post Office prices. Customers can also buy stamps online through our Web site at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-Ship service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. Customers also can place their mail on hold by calling 1-800-ASK-USPS or visiting [www.usps.com](http://www.usps.com).

4. **Concern:** Customer expressed a concern about the parking at the Springhouse Station.

**Response:** There is parking for the customers in the front and back of the building. Handicap spaces are available for customers with disabilities.

5. **Concern:** Customers expressed concerns over having to change their PO Box addresses and change their preprinted stationery.

**Response:** In the event that the Gwynedd Station is officially closed, the PO Boxes will be moved to the Springhouse Station located at 905 Bethlehem Pike. Gwynedd PO Box Customers may be required to add 2000 to their present PO Box address. An address change may be required. Customers will also continue to use Gwynedd PA 19436 as their last line delivery address.

6. **Concern:** Customer requested a PO Box refund and requested extended forwarding order service.

**Response:** Customers will not have to change their address, however if they decide to have their mail delivered the Postal Service will forward mail for up to one year for free, yet there is a charge for any standard mail parcels that are forwarded. Customers may request a refund from the Gwynedd window clerk.

7. **Concern:** Customer expressed a concern about the closing of the Gwynedd Station; the family has had the PO Box since 1962.

**Response:** In the event that the Gwynedd Station is officially closed, the PO Boxes will be moved to the Springhouse Station located at 905 Bethlehem Pike. Gwynedd PO Box Customers may be required to add 2000 to their present PO Box address. An address change may be required. Customers will also continue to use Gwynedd PA 19436 as their last line delivery address.

8. **Concern:** Customer expressed a concern about Gwynedd employees losing their jobs.

**Response:** Gwynedd employees will be reassigned at to the main office.

**Some advantages of a carrier service proposal are:**

1. Carrier delivery service is beneficial to some senior citizens, the handicapped, and working people since customers will no longer need to travel to the Post Office to pick up their mail.
  2. The carrier provides some retail services, alleviating the need to go to the Post Office. *Stamps by Mail and package pick up* are provided for customer convenience.
  3. Customers opting for carrier service will have 24-hour access to their mail.
  4. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
  5. Customers opting for carrier service will no longer have to pay Post Office box fees.
  6. Saves time and energy for customers who drive to the Post Office to pick up mail.
- The name and Zip Code will continue to be used in the new address.
8. Customer service will be enhanced by improved customer parking, a 24 hour PO Box lobby and expanded window service hours at the Springhouse Branch.

**Some disadvantages to a carrier service proposal are:**

1. The loss of a retail outlet in the community.
2. Customers who want Gwynedd Post Office box service at the Springhouse Branch will have to travel further to receive this service.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

**II. EFFECT ON COMMUNITY**

Gwynedd is an unincorporated community located in Montgomery County. The community is administered politically by the Montgomery County Fiscal Court. Police protection is provided by the Lower Gwynedd Police and fire protection is provided by the North Penn Fire Department. The community is comprised of business people, factory workers, laborers and professionals, and those who commute to work at nearby communities and work in local businesses.

There are a small number of religious institutions and businesses in the community.

Nonpostal services provided at the Gwynedd Station will be available at the Springhouse Branch/Station. Government forms normally provided by the post office will also be available at the Springhouse Branch/Station or by contacting your local government agency.

The following nonpostal concerns were expressed:

1. There were not any nonpostal concerns.

Based on information the Postal Service obtained in this discontinuance study, the Postal Service concludes that this proposal will not adversely affect the community

**III. EFFECT ON EMPLOYEES**

The clerk will be reassigned to the North Wales Main Office and maintain bidding status within that office.

**IV. ECONOMIC SAVINGS**

The Postal Service estimates an annual savings of total savings with a breakdown as follows:

Clerk Salary (PS-5, Minimum, No COLA)  
Fringe Benefits @33.5%  
Rental Costs, excluding utilities  
Utility costs  
Total Annual Costs  
Less Annual Cost of Replacement Service

48088.00

16109.00

-0.00

Total Annual Savings

**V. OTHER FACTORS**

The Postal Service has identified no other factors for consideration.

**VI. SUMMARY**

The Postal Service is proposing to close the Gwynedd Classified Station and provide delivery through the North Wales Main Office, located 1.80 miles away. Post office boxes from the Gwynedd Station will be relocated to the Springhouse Station. Post Office Box customers will retain their present Post Office Box address (may be required to add 2000) and Zip Code. Customers will also have the option of city delivery carrier service.

The clerk will be reassigned to the North Wales Main Office and maintain bidding status within that office. No other employee will be adversely affected. Workload and customer use has declined.

The Gwynedd Station provided retail service fifteen (15) hours a week from 8:00-11:00, Monday through Friday and is closed on Saturday to 141 post office box customers.

The Postal Service will save an estimated [REDACTED] annually. A disadvantage to some may be in travelling to the Springhouse Branch/Station to transact business. However, the Postal Service has developed a number of convenient offerings that can save our customers a trip to the Post Office. In the Gwynedd/Springhouse area there are ten stamps on consignment outlets; customers may purchase postage at these locations at Post Office prices. Customers can also buy stamps online through our Web site at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-Ship service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. Customers also can place their mail on hold by calling 1-800-ASK-USPS or visiting [www.usps.com](http://www.usps.com).

The Postal Service will save an estimated [REDACTED] annually. A disadvantage to some may be in travelling to the Springhouse Branch/Station to transact business.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.



March 7, 2011

MEMO TO THE RECORD

SUBJECT:

Gwynedd Station 19436  
Certification of the Record

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script, reading "James J. Gallagher".

James J. Gallagher  
Philadelphia Metropolitan District Manager



March 7, 2011

DEAN GRANHOLM  
VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA, ROOM 6806  
WASHINGTON, DC 20260-6806

SUBJECT: OFFICIAL RECORD  
Gwynedd PA, 19436-9998

Enclosed for your review and approval is the official record to discontinue the Gwynedd Classified Station.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered, contain docket and item numbers on each page, and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Station discontinuance to Michael Roberts, Post Office Review Coordinator, at 267-880-3918 or Postmaster, Carl Zingle at 215-661-0652.

James J. Gallagher  
Philadelphia Metropolitan District Manager

Enclosures: One copy of record  
Headquarters acknowledgment of receipt of official record (optional)  
Self-addressed envelope

cc: Vice President, Eastern Area (no enclosures)



### Headquarters Acknowledgment of Receipt of Official Record

The official record to close the Gwynedd Station 19436 was received by Headquarters on \_\_\_\_\_.

Please contact the headquarters coordinator at (202) 268-5083 for additional information regarding its status.

475 L'Enfant Plaza SW Room 6806  
Washington DC 20260-6806

Enclosure: (self-addressed envelope)



## Routing Slip

To	Dept., Office or Room No.	
1. Dean J. Granholm		<input type="checkbox"/> Approval <input type="checkbox"/> Signature <input type="checkbox"/> Comment <input type="checkbox"/> See Me <input type="checkbox"/> As Requested <input type="checkbox"/> Information <input type="checkbox"/> Read and Return <input type="checkbox"/> Read and File <input type="checkbox"/> Necessary Action <input type="checkbox"/> Investigate <input type="checkbox"/> Recommendation <input type="checkbox"/> Prepare Reply
2.		
3.		
4.		
5.		
6.		
From: Richard Rudez <i>RR</i> <i>3/11/11</i>		Extension  Room No. 6806 <i>2011-PENDING</i>
Remarks POST OFFICE: Gwynedd, PA Classified Station  DOCKET NO: 19436  DISPOSITION: Warranted  PROPOSAL: Close  REPLACEMENT SERVICE: City Delivery and Post Office Box at Springhouse Station  EMERGENCY SUSPENSION: YES ( ) NO (X)  DATE OF SUSPENSION: N/A  CASE REVIEWER: Herb Swan  HQ REVIEWER: Richard Rudez		

cc: Vice President, Area Operations, Eastern Area  
Senior Vice President, Government Relations & Public Affairs  
Vice President, Retail Products and Services  
Vice President, Facilities  
Headquarters Library  
Headquarters Historian

bcc: Angie Burns, Manager Business Service Network Integration (with attachments)  
Christine Ray, Manager, Retail Service Network Access & Innovation (with attachments)  
Kim Weaver, Manager, Government Liaison

Herb Swan (w/attachments)  
U.S. Postal Service  
1100 South Pine  
Norfolk, NE 68701-9998

CSO:RRudez:6806:hrs:Gwynedd:20260-5607  
bcc: RFile,SFile-Gwynedd, PA 19436-9998

DEAN J. GRANHOLM  
VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS



DISTRICT MANAGER  
CUSTOMER SERVICE AND SALES  
PHILADELPHIA METROPOLITAN DISTRICT  
3190 SOUTH 70<sup>TH</sup> STREET  
PHILADELPHIA, PA 19153-9997

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination  
Gwynedd, PA 19436-9998

The final determination to discontinue the subject office is enclosed, along with a Postal Bulletin announcement form to be completed and returned to this office by the district.

POSTAL BULLETIN - POST OFFICE CHANGE ANNOUNCEMENT

Complete the enclosed Postal Bulletin post office change announcement form in its entirety and send it to this office (in triplicate). One form will be used to document the official record, one sent to the Accounting Systems Development office, and the third copy will be forwarded to the Headquarters Address Management for the post office change announcement. Please note that Headquarters Address Management will not announce any post office closing or consolidation except when requested in writing by this office. Announcement form mailing instructions are provided at the bottom of the form.

NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY UPDATE

Please coordinate with your Address Management System unit to make sure that the Address Management System (AMS) Report is updated according to existing Headquarters Address Management instructions.

OFFICIAL RECORD

Chronologically file this memorandum in your copy of the official record. All final determination documents must be added to that record. Do not send them to Headquarters. The official record should be archived at the district by the post office review coordinator after the post office change announcement has appeared in the Postal Bulletin.

Please contact Richard Rudez at (202) 268-5062 if assistance is needed.

Thank you for your assistance.

A handwritten signature in dark ink, appearing to read "Dean J. Granholm", written over a circular postmark.

Dean J. Granholm  
Attachments (2)

Postal Bulletin Post Office Change Announcement Form  
Final Determination 30-Day Posting Dates

Post Office Final Determination Posting Dates\*

Date posted: \_\_\_\_\_

Actual discontinuance date: \_\_\_\_\_

Date removed: \_\_\_\_\_

Official discontinuance date: \_\_\_\_\_

No. of days posted: \_\_\_\_\_

(Headquarters entry) \_\_\_\_\_

**Note:** Unless otherwise stated, the official discontinuance date listed in the Postal Bulletin is the first Saturday 90 days after the final determination is posted. For a community post office, classified station, or classified branch, the discontinuance date is 60 days after the Headquarters approval date.

BEFORE CHANGE  
POST OFFICE INFORMATION

Post Office  
name and state: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Finance no.: \_\_\_\_\_

County/parish: \_\_\_\_\_

Type of discontinuance:  
Consolidate ( ) Close ( )

Type of discontinued facility

Post Office ( )  
Classified Station ( ) Branch ( )  
Community Post Office (CPO) ( )

Coordinator name and title \_\_\_\_\_  
Telephone: \_\_\_\_\_

AFTER CHANGE  
POST OFFICE INFORMATION

Administrative  
Post Office: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Finance no.: \_\_\_\_\_

County/parish: \_\_\_\_\_

Original name retained? Yes ( ) No ( )  
New last line of customer address is:  
\_\_\_\_\_

Type of replacement service

Post Office ( ) Route ( )  
Classified Station ( ) Branch ( )  
Contract Unit ( ) Community Post Office ( )

Date \_\_\_\_\_  
(Location) District \_\_\_\_\_

**Mailing instructions for independent post office discontinuance.** When the final determination is removed, send the round-dated front cover showing the posting dates and three copies of this Postal Bulletin Post Office Change Announcement Form to:

RICHARD W. RUDEZ  
MANAGER RETAIL OPERATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLAZA, S.W., ROOM 6806  
FAX: 202-268-5104  
WASHINGTON, DC 20260-6806

The announcement cannot be made in the Postal Bulletin unless this form is submitted to the above address. Do not send directly to Address Management, USPS Headquarters.

**Mailing instructions for CPO/classified station/classified branch discontinuance.** Immediately submit three copies of this announcement form to the above address. For non-suspended offices, enclose a copy of the letter sent to customers notifying them of the discontinuance.

For more information, call (202) 268-5083.

Headquarters entry: ( ) TL ( ) HS

\*Final determination posting is not required for CPO, classified station, or classified branch discontinuance. Final determination for an independent post office must be posted for at least 30 days.

FINAL DETERMINATION TO CLOSE  
THE GWYNEDD, PA CLASSIFIED STATION  
AND EXTEND CITY DELIVERY SERVICE

DOCKET NUMBER 19436

## **I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS**

The Postal Service has determined to close the Gwynedd, PA Classified Station located at 1200 Meetinghouse Road and provide city delivery service administered by the North Wales, PA Post Office, located two miles away. Customers also have the option of moving their post office box to the Springhouse, PA Classified Station located two miles away.

Retail transactions have declined at the Gwynedd Station by approximately 40 per cent from fiscal year 2008, while revenue has declined by approximately 41 per cent for the same period. The Postal Service feels that regular and effective service will continue to be provided through city delivery service and post office box service at the Springhouse Station. There is also a construction project on Route 202 that will result in a further restriction of customer traffic. The highway will have an increase in lanes that will remove the access from Route 202 into Meetinghouse Road restricting access permanently.

The Gwynedd Station provides service 15 hours a week from 8 to 11 a.m., Monday through Friday and closed on Saturday to 141 post office box customers. Retail services include the sale of stamps, stamped paper, and money orders; special services such as registered mail, certified, insured, COD, and Express Mail; and the acceptance and dispatch of all classes of mail. Daily retail window transactions average 22. Office receipts for the last three years were: \$110,643.00 in FY-2008; \$74,617.00 in FY-2009; and \$64,536.00 in FY-2010. There are no permit mailers or postage meter customers.

When this final determination is implemented, delivery and retail services will be provided by city delivery emanating from the North Wales Post Office, an EAS-21 level office, located two miles away. Window service hours at North Wales are from 8 a.m. to 4:30 p.m., Monday through Friday and 9 to 11 a.m. on Saturday.

The post office boxes will be moved to the Springhouse Classified Station, located two miles away. Window service hours at Springhouse are from 8 a.m. to 4:30 p.m., Monday through Friday and closed on Saturday.

On March 3, 2011 representatives from the Postal Service were available at Gwynedd to answer questions and provide information to customers. Sixty-four customers attended the meeting.

The following postal concerns were expressed at the community meeting:

1. **Concern:** Customers were concerned about senior citizens.

**Response:** Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery to a mailbox close to the customers residence. Customers do not have to make a special trip to pick up their mail. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the North Wales Postmaster for more information.

2. **Concern:** Customers were concerned about having to travel to another post office for service.

**Response:** The Postal Service has developed a number of convenient offerings that can save our customers a trip to the post office. Customers can buy stamps online through our website at [www.usps.com](http://www.usps.com), by phone at 1-800-STAMP24, or by mail. In addition, our Click-N-Ship service on [www.usps.com](http://www.usps.com) enables customers to print shipping labels with postage for Express Mail and Priority Mail. There are also ten stamps on consignment locations within close proximity.

-2-

3. **Concern:** Customers were concerned about the inconvenient access to the Springhouse Station.

**Response:** Some customers may find that the Springhouse Station located at 905 Bethlehem Pike will be more convenient than the Gwynedd Station. The Springhouse Station also offers extended window service hours from 8 a.m. to 4:30 p.m., Monday through Friday and closed on Saturday with 24-hour lobby access.

4. **Concern:** Customers complained about the parking at the Springhouse Station.

**Response:** There is parking in the front and the rear of the Springhouse facility and there are handicap spaces available for customers with disabilities.

5. **Concern:** Customers were concerned about having to make an address change on their bank checks and stationery.

**Response:** Customers will be assigned a street address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change. Customers may deplete their current supply of checks and stationery and make the address corrections when ordering new supplies.

6. **Concern:** Customers were concerned about a change of address.

**Response:** Customers will be assigned a street address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations, and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change. Customers who choose post office box delivery will have to add a number series in front of their current box number.

7. **Concern:** Customers asked why their office was being reviewed for discontinuance while others were not.

**Response:** Offices are reviewed on a case-by-case basis. With the decline in the mail volume and workload, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

8. **Concern:** A customer requested a refund of post office box fee.

**Response:** Please contact the clerk at the Gwynedd Station they will be able to assist you in a post office box refund.

**Some advantages to the final determination are:**

1. Carrier delivery service is beneficial to some senior citizens, the handicapped, and working people since customers will no longer need to travel to the post office to pick up their mail.
2. Customer service will be enhanced by improved customer parking, 24 hour lobby access and expanded window service hours.
3. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.

4. Customers opting for carrier service will no longer have to pay post office box fees.
5. Saves time and energy for customers who drive to the post office to pick up mail.

**Some disadvantages to the final determination are:**

1. The loss of a retail outlet in the area.
2. Some customers will have further to travel to obtain their mail and to receive services.
3. A change in mailing address.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

**II. EFFECT ON COMMUNITY**

Gwynedd is located in the incorporated city of North Wales. The area is administered politically by the City of North Wales. Police and fire protection is provided by the city. The city is comprised of all the amenities afforded a city of this size.

Nonpostal services provided at the Gwynedd Station will be available at the Springhouse Station. Government forms normally provided by the office will also be available at the Springhouse Station or by contacting your local government agency.

The following nonpostal concerns were expressed at the community meeting:

1. **Concern:** Customers were concerned about loss of employment for the clerk.

**Response:** The clerk will be reassigned to the North Wales Post Office.

2. **Concern:** Customers felt the post office should remain open since they paid taxes.

**Response:** The Postal Service is not supported by tax dollars and must meet expenses by revenue it generates. Operational savings for the Postal Service, contributes in the long run to stable postage rates and savings for customers.

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years. Carrier service is expected to be able to handle any future growth in the community.

To help preserve community identity, the city's name and ZIP Code will be retained in the mailing address.

Based on information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

**III. EFFECT ON EMPLOYEES**

The clerk will be reassigned to the North Wales Post Office.



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**IV. ECONOMIC SAVINGS**

The Postal Service estimates annual savings of \$34,270.00 with a breakdown as follows:

Clerk Salary (PS-6, Minimal)	\$21,000.00
Fringe Benefits @33.5%	7,000.00
Maintenance	3,290.00
Rental Costs, Excluding Utilities	<u>+4,980.00</u>
Total Annual Costs	\$36,270.00
Less Cost of Replacement Service	-2,000.00
Total Annual Savings	\$34,270.00

**V. OTHER FACTORS**

The Postal Service has identified no other factors for consideration.

**VI. SUMMARY**

The Postal Service has determined to close the Gwynedd Classified Station and provide city delivery service administered by the North Wales Post Office, located two miles away.

Retail transactions and revenue have declined by over 40 per cent from fiscal year 2008. A new road will further restrict access to the Gwynedd Station.

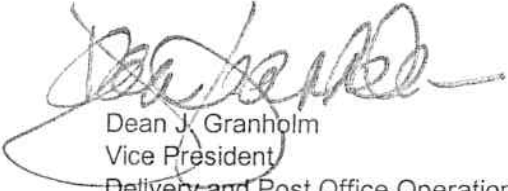
The Gwynedd Station provides 15 hours of window service per week to 141 customers. Daily retail window transactions average 22.

Carrier service will continue to provide effective and regular service. There will be a loss of a retail outlet. However, delivery service will be available from the carrier, alleviating the need to travel to a post office to pick up mail. To help preserve identity, the name and ZIP Code will be retained in the mailing address. The Postal Service will save an estimated \$34,270.00 annually. A disadvantage to some may be in the extra travel to obtain retail services.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

**VII. NOTICES**

Notify customers of the permanent discontinuance of the Gwynedd Classified Station and advise them of the hours of operation and services available at the North Wales Post Office and Springhouse Classified Station. Explain specific information on address changes and why the change is necessary.

  
 Dean J. Granholm  
 Vice President  
 Delivery and Post Office Operations

03/14/2011

Date



## Classified Station/Branch or Community Post Office Discontinuance Checklist

### Proposed Discontinuance Facility Information

District Name: Philadelphia Metropolitan

District Contact: Michael Roberts Telephone Number: 267-880-3918

Office Name: Gwynedd Station

State: PA ZIP Code: 19436

County: Montgomery Congressional District: 13-A

Date office established: 9/10/1966 EAS Postmaster Level: EAS-21

Reason for Discontinuance (i.e., Operational Efficiencies, Reduced Workload, Proximity of Neighboring Retail Units):

1. Declining workload in mail volume and retail transactions
2. Close proximity to other stations
3. An economic savings can be received by offering alternate service
4. The branch is the direct path of a road construction project that will result in a further restriction of customer traffic permanently.

Is facility owned: NO If no, when does the lease or contract expire? Lease expires : 10/31/2013  
Postal Service can terminate lease with 30 day written notice.

Is there a termination clause? Yes. Day termination clause If no, What are lease termination plans?  
Possible closing date of June 1, 2011, will vacate the premises by July 1, 2011.

How many customers are affected:

Post office box customers:                     

General Delivery:                     

Rural Route:                     

Highway Contract Route (HCR):                     

City Route:                     

Intermediate Rural:                     

Intermediate HCR:                     

Total number of customers:                     

Window Service Hours: M-F 8:00 AM-11:00 AM. Sat Closed

Lobby Hours: M-F 7:15 AM-3:30 PM Sat 8:00 AM-12:00 PM

**Retail Customer Data :**

What is the Post Office Box Fee Group for this location? 2

How many Post Office Boxes are at this location? [REDACTED]

How many Post Office Boxes are rented at this location? [REDACTED]

What are the plans for the post office box customers? Relocated Boxes to Springhouse Branch located 1.90 miles away.

Does the office have an APC (yes or no)? No

Average WTIL (12-month data) Attached # of WTIL over 5 minutes 2  
Attached in record

CSM Trend Data (Last 4 quarter trends): Attached in record

WIR for the last three fiscal years were:

\$ [REDACTED]	FY 10	[REDACTED] Revenue units FY 2010
\$ [REDACTED]	FY 09	[REDACTED] Revenue units FY 2009
\$ [REDACTED]	FY 08	[REDACTED] Revenue units FY 2008

Total Operating Expenses for last 12-month data (ADM): not available, this is a substation of North Wales, the ADM report does not break out the Gwynedd Station separately.

Average Daily Retail Transactions

2009= \ 2010= Attached [REDACTED]

Total Retail Transactions for current fiscal year and same period last year (RDM Flash):

Retail Transaction Trends for last three fiscal years (RDM FLASH):

FY 08 unknown FY 09= FY 10=

Total Customer Visits for current fiscal year and same period last year (RDM Flash):

FY 09= FY 10=

Attach Map that illustrates the number of retail units within 10 miles, including alternate access sites. Use Retail Optimization Access Management (ROAM) system. Must include the following: USPS locations with labels, CPU, APC and SOC locations and competitor locations

**Bulk Mail Customers**

Does the office have a Bulk Mail Acceptance Unit? NO

If Yes, what provisions will be made for the Bulk Mail Acceptance Unit?

Does the office have a DDU drop? (yes/no) NO

If Yes, what provisions will be made for drop shipment customers?

How many permit customers and what provisions will be made for them? Zero



### Other Customer Information

# of schools, religious institutions, organizations and businesses in service area: Small number of businesses schools and religious institutions

Are there handicapped customers that require special provisions? No

If yes, what accommodations will be made for them if the office is consolidated?

All local stations are ADA accessible and can provide the same services as the Gwynedd Station

### Community Input

Community meeting: Date: March 3, 2011 Number of customers attended: 64

Questionnaire: Date: N/A Number returned:         

# Favorable

# Unfavorable:

#No opinion:

Public Notice (local newspaper) Date (if applicable): See record- article printed date in the name of paper

### Employee Data:

How many career employees will be affected? # Clerk positions—One ( 1 )

If yes, please include # by craft and position. Clerk

What provisions will be made for impacted employees? Please include explanation by craft and position. Will be reassigned to the North Wales Main Post Office and maintain bidding rights and privileges.

### Total Annual Cost Savings

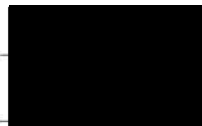
Employee Salaries, (minimum)\*: \$48088.00

Salaries X Fringe Benefits 33.5% : \$16109.00

Lease/Rental Costs: \$4980.00

Utilities

Total Expenses



\*If position(s) are being eliminated include minimum salary of grade level(s) and fringe benefits.



### Alternate Service Cost Analysis:

Alternate Service to be provided: Carrier delivery, PO Box Service at another facility  
Alternate Service to be provided: Unable to presently forecast the actual alternate service costs due to unknown number of customers that may begin city delivery, and possibility that many customers will go to alternate locations rather than follow the PO Box service to Springhouse. If this is the case the costs would be minimal, as the workload would be consolidated with other stations.

Cost of proposed alternate service (i.e.,  
transportation, extension of routes, etc) \_\_\_\_\_

Total Annual Savings: \_\_\_\_\_

One-time cost (i.e. CBU or bldg  
modifications): \_\_\_\_\_ For FMO to move po boxes

### Administrative Office (Gaining Facility Information) Springhouse Station Administrative Office is North Wales

Name, State & ZIP North Wales Main Office 19454 EAS level 21 Miles away: 1.80

Window Service Hours: M-F 8:00-4:30 Sat 9:00-11:00

Lobby Hours: M-F 4:00 AM -5:30 PM Sat 4:00 AM -3:30 PM

What is the Post Office Box Fee Group for this location? 3

How many Post Office Boxes are at this location? \_\_\_\_\_

How many Post Office Boxes are rented at this location? \_\_\_\_\_

How many Post Office Boxes are available to rent? \_\_\_\_\_

Does the office have an APC? NO

Is there sufficient customer and employee parking? Yes

If not, please explain what provisions will be made for customers and/or employees?

Average WTIL (12 month data): \_\_\_\_\_ # of Retail Workstations: 3

Attached WTIL report

CSM Trend Data (Last 4 quarter trends): attached

Estimated Window Staffing if Proposal is Implemented (impacted office & gaining office). Use Earned/Actual Staffing Graph for Oct/Mar of most current fiscal year (attach documentation)

Gwynedd Station is a retail/box section facility. It sits between 4 other retail locations – Springhouse Station is 1.90 miles away, North Wales Main office is 1.80 miles, Gwynedd Valley is 1.10 miles and Montgomeryville is 2.10 miles away. The retail traffic at Gwynedd would likely be split between all of these alternate locations. According to the WOS Earned – Actual graph, the closest retail location of, Gwynedd Valley could absorb some of Gwynedd Station's earned retail workload with their current staffing. Gwynedd Valley would monitor their staffing during the time frame between 11:30 AM and 4:30 PM to make sure they are adequately covered. No additional changes are expected to be needed to absorb the retail workload. The Springhouse Station will be able to absorb the box section and additional retail workload.

Does facility have physical capacity for both retail and delivery to absorb workload? Include narrative to explain proposed changes. The Springhouse facility can meet Gwynedd Stations customer needs with minor alterations to absorb the relocated PO Boxes. The number of retail counters available and the number of vacant po boxes available will make this a seamless transition.

**Nearest Post Office, Station, Branch or CPU** (if different from above):Name, State & ZIP Springhouse EAS level 0 Miles away: 1.90Window Service Hours: M-F 8:00 AM-4:30 PM Sat closedLobby Hours: M-F 24 hour lobby Sat 24 hour lobbyNumber of PO Boxes Available Prepared By: Michael RobertsTitle: Post Office Review  
CoordinatorSignature: Date March 5, 2011Telephone  
Number 267-880-3918(Remember to include your area  
code)

Postal Bulletin Post Office Change Announcement Form  
Final Determination 30-Day Posting Dates

Post Office Final Determination Posting Dates\*

Date posted: \_\_\_\_\_

Actual discontinuance date: May 27, 2011

Date removed: \_\_\_\_\_

Official discontinuance date: May 27, 2011

No. of days posted: \_\_\_\_\_

(Headquarters entry) NA

Note: Unless otherwise stated, the official discontinuance date listed in the Postal Bulletin will be the first Saturday 90 days after the final determination is posted. For a community post office, classified station, or classified branch, the discontinuance date is 90 days after the Headquarters approval date.

**BEFORE CHANGE  
POST OFFICE INFORMATION**

Post Office  
name and state Gwynedd Branch

ZIP Code: 19436 Finance no.: 41-61440836

County/parish: Montgomery

Type of discontinuance:  
Consolidate ( ) Close (X)

**Type of discontinued facility**

Post Office ( )  
Classified Station ( ) Branch (X)  
Community Post Office (CPO) ( )

Coordinator name and title Michael Roberts  
Telephone: (267) 880-3918

**AFTER CHANGE  
POST OFFICE INFORMATION**

Administrative  
post office: Springhouse Branch

ZIP Code: 19477 Finance no.: 41-61440877

County/parish: Montgomery

Original name retained? Yes (X) No ( )  
New last line of customer address is:  
Gwynedd Pa. 19436

**Type of replacement service**

Post Office ( ) Route (>)  
Classified station ( ) Branch (X)  
Contract Unit ( ) Community Post Office ( )

Date March 28, 2011  
(Location) District Philadelphia

**Mailing instructions for independent post office discontinuance.** When the final determination is removed, send the round-dated front cover showing the posting dates and three copies of this Postal Bulletin Post Office Change Announcement Form to:

RICHARD RUDEZ  
MANAGER RETAIL OPERATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLAZA, SW, ROOM 6806  
FAX: 202-268-2048  
WASHINGTON DC 20260-6806

The announcement cannot be made in the Postal Bulletin unless this form is submitted to the above address. Do not send directly to Address Management, USPS Headquarters.

**Mailing instructions for CPO/classified station/classified branch discontinuance.** Immediately submit three copies of this announcement form to the above address. For non-suspended offices, enclose a copy of the letter sent to customers notifying them of the discontinuance.

For more information, call (202)-268-5062.

Headquarters entry: ( ) TL (X) HS

\*Final determination posting is not required for CPO, classified station, or classified branch discontinuance. Final determination for an independent post office must be posted for at least 30 days.



April 4, 2011

Dear Postal Customer:

This is to advise you that the Gwynedd Station will be officially closed on May 27, 2011.

Effective May 28, 2011, retail services and PO Box services will be provided through the Springhouse Classified Branch. Post Office Box Customers will be required to change their addresses and add 2000 to their present PO Box number. PO Box Customers that choose to have their mail delivered will have to use their 911 address. Mail will be forwarded in accordance with postal regulations, and changes of address forms are available from any postal unit, customers may also complete a change of address online by going to [www.usps.com](http://www.usps.com).

Thank you for your input in helping the Postal Service determine the best form of alternate mail service to meet the needs of the Gwynedd Station Customers. Retail services from the Springhouse Classified Branch will insure regular and effective service to the Gwynedd Station Customers.

We appreciate all comments and concerns that were expressed in the process and we will continue to provide the best mail service to our customers.

James J. Gallagher  
Philadelphia Metropolitan District Manager